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AUTHOR House, Connie
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ABSTRACT

This final report of the National Institute on Library Service to Jail Populations begins with a discussion of project implementation related to objectives and procedures, the project planning committee, publicity and promotion, and other significant features and activities. The impact of the project and possible future activities are considered. The evaluator's report, which includes the following areas, is then presented: project objectives; a pre-questionnaire sent to institute participants; program content/workshop design; follow-up questionnaires; and recommendations for future activities. Appended materials, which make up the greater part of this report, include: (1) a directory of institute participants; (2) a directory of trainers and resource people; (3) a copy of the institute program; (4) a directory of institute exhibitors; (5) public relations materials and activities; (6) a directory of planning committee members; (7) preliminary information on applicants, training objectives, training design, and participant selection criteria; (8) an advisory group directory; (9) evaluation forms; (10) a plan of service form; and (11) the table of contents of "Workshops for Jail Library Service: A Planning Manual." (MES)

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MS Bowe

Final Report

Project No. 468AH90036
Grant No. G007900216

Connie House, Project Director
Peggy O'Donnell, Project Evaluator
Sandra M. Cooper, Project Coordinator
American Library Association
Association of Specialized and
Cooperative Library Agencies
50 East Huron Street
Chicago, IL 60611

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

August 1980
Library Training Program
Higher Education Act, Title II-B

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INTRODUCTION

Inmates in jails and detention facilities need a variety of community and library services to assist them during their jail sentence and to prepare them to cope with reentry into the community. Yet only about 10% receive any such services beyond religious and recreational ones, according to the 1977 Jail Survey published by CONtact, Inc.[1]

The organization and funding of jails create a unique correctional situation with a unique set of problems. Prisons are correctional facilities which house inmates with long-term sentences and are typically supported and operated by state and federal agencies.[2] In contrast, jails "...are typically under the jurisdiction of the county government. In most instances the local area has neither the necessary tax base from which to finance a jail adequately or sufficient size to justify even the most rudimentary correctional program. Local control inevitably means involvement with local politics. Jails are left in a paradoxical situation: localities cling tenaciously to them but are unwilling or unable to meet even minimal standards."[3]

In early data collected during 1976-77 for the Survey of Library Services In Local Correctional Institutions, only 515 public libraries reported providing any type of library service to 721 jails.[4] Moreover, many librarians and jail personnel do not fully understand the importance of jail library services and do not have the opportunity for adequate training to develop and implement effective and cooperative plans of service to meet inmate needs.

In 1976, these needs for better planning and implementation of jail library services led the Council of the American Library Association to pass a resolution recognizing the right of inmates in local institutions to receive library services from the local public library. The resolution charged the Health and Rehabilitative Library Services Division (now the Association of Specialized and Cooperative Library Agencies) with responsibility for designing a plan to assist public libraries in extending their services to local jails and detention facilities. The resolution reads as follows:

> WHEREAS, *most people, youth and adults alike, confined in local jails and detention facilities are without library and information services,*
>
> WHEREAS, *people confined in such facilities reside within the taxing district of the local public library or system,*
>
> WHEREAS, *public libraries and systems are responsible for providing library and information services to all persons living within their taxing areas,*
>
> THEREFORE, BE IT RESOLVED THAT ALA *encourage public libraries and systems to make a concerted effort to extend their services to residents of jails and detention facilities within their taxing areas, and*

THEREFORE BE IT FURTHER RESOLVED THAT ALA, through the Health and Rehabilitative Services Division (HRLSD), with the cooperation of the Public Library Association (PLA), American Library Trustee Association (ALTA), and other interested divisions, design a plan to assist public libraries in extending their services to local jails and detention facilities.

Adopted by the Council of the American Library Association

January 21, 1976

To carry out this charge, the Association of Specialized and Cooperative Library Agencies/Library Service to Prisoners Section (ASCLA/LSPS) decided to develop a training program with accompanying training materials. Proposals for the project were written and submitted to the Library Training Program of the Higher Education Act, Title II-B (HEA II-B) for the training component and to the Research and Demonstration Program of HEA II-B for the materials development. In June, 1979, both projects were funded and initiated. The total budget for the training component was $70,000; for the materials development component, $41,000.

Co-sponsored by the National Jail Association, the American Correctional Association, the National Sheriffs Association, the Fortune Society, and the Texas Criminal Justice Center, the joint projects had the following purposes: to make staff in librarianship, corrections, and related fields more aware of the joint responsibility of both public libraries and local jails in meeting the library and information needs of inmates and jail personnel with today's evolving correctional philosophy; to increase support for public library involvement in jail programs; to improve the ability of librarians to plan and provide services in cooperation with jail managers and jail staff; to provide qualified trainers in the area of jail library service; to increase the number of jail inmates receiving library services; and to expand and improve the library services currently being offered in local jails.

The training project, "National Institute on Service to Jail Populations," had three primary objectives. Briefly stated they were:

1. To hold a three-day national institute on library service to jail populations in March, 1980.

2. To develop a Trainers' Guide for Planning and Conducting State and Regional Workshops to assist people who wish to do follow-up workshops on service to jails.

3. To present programs and have booths at the 1979 national conferences of the National Sheriffs Association and the National Jail Association.

Other products of the training project were to be (1) resource file of persons and groups who could serve as subject specialists and speakers at the national conference and for state and regional replication workshops and also as consultants or as sources of information for local public libraries and jails, and (2) articles describing the project and providing information about starting jail library service for publication in corrections and library professional journals.

The companion project, "Curriculum Materials for Library Service to Jail Populations," focused on the development of a guide to provide a step-by-step process for implementing local jail library services. The guide was to be designed for use as a basic curriculum for the national and state conferences and as a step-by-step process for implementing local jail library services for individuals who were unable to attend workshops and conference.

References

1. CONtact, Inc. 1977 Jail Survey. Lincoln, NE: CONtact, Inc., 1978. 4 vols.

2. SEARCH Group, Inc. Dictionary of Criminal Justice Data Terminology. GPO, 1976. (Prepared for the U. S. Law Enforcement Assistance Administration.)

3. U. S. National Advisory Commission on Criminal Justice Standards and Goals. Corrections. GPO, 1973.

4. Survey of Library Service in Local Correctional Facilities. Compiled and edited by the Library Services to Prisoners Section. Association of Specialized and Cooperative Library Agencies, 1980.

PROJECT IMPLEMENTATION

OBJECTIVES & SUMMARY OF PROCEDURES

Listed below are the objectives of the project with a statement summarizing the activities carried out during the project.

1.0 *The three-day National Institute on Library Service to Jail Populations will train 100 library and correctional staffs from 25 states; at least 20% of the participants will be nonlibrarians.*

The National Institute was held in Huntsville, Texas, on March 9-12, 1980, at the Texas Criminal Justice Center, Sam Houston State University, Huntsville, Texas. One hundred and one participants came from thirty-six states and the Virgin Islands. Twenty-three participants were correctional personnel. There were over thirty trainers, resource people. and staff in Huntsville. (See Appendix A for the institute participants; Appendix B for the trainers and resource people.)

Major purposes of the National Conference stated in the original proposal were as follows:

1.0 *To provide basic information on the current status of jail library services, model jail library projects, funding sources, and needs of jail populations from the perspectives of librarians, correctional personnel, and formal inmates.*

1.2 *To provide training in planning, implementing, and evaluating jail library services at the state and local levels, with attention to joint planning of services by correctional and library personnel and inmates, inmate needs, service options, needed policies, budget, and coordination of services with existing library, jail and community resources.*

1.3 *To provide basic information on developing local jail library services through instructing participants in the use of the Jail Library Services Planning and Implementation Guide, which will be written for the conference if the companion proposal is funded.*

1.4 *To provide consultation and technical assistance to participants in the design of local plans of jail library service or in the development of state planning efforts.*

1.5 *To provide a chance for communication at the national level among correctional and library planners, consultants, trainers, representatives of funding sources, practitioners, and inmates.*

1.6 *To identify participants' needs for additional information, consultation, and training, so at least 50% of the participants will receive additional materials or information after the conference from project staff or other appropriate groups or individuals.*

1.7 *To identify at least eight states or regions that are interested in holding follow-up state or regional conferences.*

1.8 *To encourage a positive attitude toward and continued interest in jail library service, so that each participant will indicate one thing s/he will do after the conference to initiate or expand this service.*

The application process for the National Institute brought in 170 requests to attend. Each request was accompanied by a "letter of intent" outlining applicants' expectations and training needs. The needs statements and outline of their experience in jail library service indicated that the audience for this institute was more experienced and sophisticated than had been anticipated. The original target audience and training design were developed for librarians and correctional personnel with no experience in jail library services. This change in audience meant that the training design and objectives had to be revised in late January and early February. (See Appendix G.)

The Project Director used three approaches in the revised training design to accommodate the new audience. One method was the presentation of more detailed information on possible services and programs for expansion of existing services. The second was the inclusion of more detail on current trends and issues. The final change was the use of more sophisticated handout materials to supplement the Jail Library Services Planning and Implementation Guide. Relevant handouts were used to complement each information session.

The training program that resulted was a very full schedule of alternating information sessions with small group work using the information gained in previous sessions. (See Appendix C for the institute program.) Reviews and comments received by the Project Director prior to May 31, 1980, indicated that the program was highly successful in meeting the needs of participants, trainers, and resource people. Criticism received by the Project Director centered around two aspects: the schedule was too full, and the institute should have lasted additional days.

The institute provided basic information on the current status of jail library services, model jail library projects, funding sources, and needs of jail populations from the perspectives of librarians, correctional personnel, and inmates. Other topics covered included planning, implementing, and evaluating jail library services at the state and local level, with attention to joint planning of services by correctional library personnel and inmates; inmate needs; service options; policies; budget; and coordination of services with existing library, jail, and community resources.

Participants were provided with basic information on developing local jail library services through instruction in the use of the working draft of the Jail Library Services Planning and Implementation Guide, a product of the companion project. Through the group work, participants were provided with consultation and technical assistance in the design of local plans of service and in the development of state planning efforts. Inherent in the program was an opportunity for communication at the national level among correctional planners, consultants, trainers, representatives of funding sources, and practitioners.

The small groups for work sessions were assigned by the Small Group Coordinator, Facilitators, and Project Director. The assignments were based as closely as possible on institution average daily population. Each group was assigned one or two correctional and/or library consultants who work with all facilities in their respective states. The group work focused on individual action planning for participants' own facilities. On the last day of the training program, small groups were reassigned regionally so participants and trainers could begin plans for follow-up workshops based on the National Institute.

The participants' responses on the first daily reaction form prompted a revision of the second day's schedule. To accommodate the criticisms of the tight schedule, the second afternoon of small group work was modified by assigning key resource people to certain locations for question and answer sessions.

The use of inmates in the group work proved to be unsuccessful. Because only three inmates were available from the Texas Department of Corrections, some of the groups did not have the opportunity to complete the planned work with inmate library patrons.

The commercial exhibits of materials for correctional libraries were received favorably by participants and trainers. The project office also had displays of state and national resource materials and participants' program materials. (See Appendix D for institute exhibits.)

The ongoing communication between project staff, the Association of Specialized and Cooperative Agencies, trainers, and resource people will be one of the ways in which participants' needs for additional information, consultation, and training will be met. The National Institute was the beginning point for a network of people interested in jail library service. Future activities and communication will be a reflection of this new network. Reflecting this new communication, informal gatherings were planned for both the American Library Association Annual Conference and for the conference of the American Correctional Association.

By late July, 1980, workshops were planned for Florida, Wisconsin, Virginia, California, Oregon, Maryland, and New Jersey. Mississippi participants were discussing the possibility of additional activities, and a program on jail library service was scheduled for the Pacific Northwest Library Association meeting in August.

Participants in the institute developed action plans. More information about these plans and about actual follow-up is included in the evaluation section of this report.

2.0 *The Trainers' Guide for Planning and Conducting State and Regional Workshops will be developed and field tested with fifty library or correctional trainers; 75% of the recipients will complete a written evaluation of the manual.*

The first draft of the "trainers' manual" was completed in October, 1979. This draft was reviewed by various people. After consultation between the Project Director, the author, and the Project Evaluator, the schedule for completion of the trainers' manual was revised. Rather than producing a draft prior to the institute in March, the author developed a preliminary draft for discussion at the January, 1980, meeting of the Planning Committee. However, the major work on the trainers' manual was done after the National Institute. In this way, information and experiences from the institute could be included in the document. In addition, the design of the manual included not only information about the institute but also information about other training design options that might be appropriate for other situations.

The working draft of the trainers' manual was submitted on April 15. The manual was sent to a number of people for review: participants, library and jail trainers, the Planning Committee, and selected Advisory Group members. The deadline for comments was May 31, 1980. After comments were received, the author revised the manual. The final draft was submitted in early July with the title Workshops for Jail Library Service: A Planning Manual.

3.0 *Programs and booths at the 1979 national conferences of the National Sheriffs Association and the National Jail Association will reach an estimated 500 persons at each conference to increase correctional personnel's awareness of jail library services and to publicize the national conference.*

The Project Director attended the Annual Congress of the American Correctional Association and the National Jail Association. The Texas Criminal Justice Center and the National Jail Association both shared booth space for the dissemination of information about the project. In addition, thirty-three congress speakers and moderators were given prepared announcements describing the project to present during major programs.

Two other products were outlined in the original project proposal. The first was a resource file of persons and groups to serve as subject specialists and speakers at the national conference and for state and regional replication workshops and as consultants or resource people for local public libraries and jails. The Project Director developed a card file with names and addresses under the following categories: institute participants; institute trainers and resource people; institute applicants not attending; state library agency institutional consultants; curriculum guide reviewers; people who requested information about the project; national organizations; project planning committee; project advisory group; criminal justice planning agencies; miscellaneous library and correctional personnel; state sheriffs associations; criminal justice schools; library schools accredited by the American Library Association; members of the ASCLA Library Service to Prisoners Section; American Correctional Association affiliates; general corrections personnel; and state jail inspection personnel. The file is housed in the ASCLA office at the American Library Association headquarters.

The second set of products was to be articles describing the project and providing information on how to start jail library service. The proposed articles were to be published in journals in the corrections field as well as in librarianship. Two journal articles were written and submitted to various journals; however, they were not published. The Project Director and the keynote speaker from the National Institute developed an article that was submitted to Library Journal but not published. A special issue of the Florida State Library publication Keystone was devoted to the institute, with articles written by various participants from the state. In addition, a brief article on the institute was published in a recent issue of West Virginia Libraries.

PROJECT PLANNING COMMITTEE

The first task accomplished in the early stages of the project was the appointment of the Planning Committee, completed in May, 1979. This Committee was the official planning group charged with setting the overall direction of the project and reviewing the materials for both the training project and the companion project funded by the HEA II-B Research and Demonstration Program.

The committee included representatives from the library community as well as from the corrections field. There were five representatives from the co-sponsoring organizations, one ex-offender, seven librarians, three curriculum guide consultants, the staff of Dimensions (authors of the curriculum guide), two project evaluators, and the project staff. (See Appendix F for Planning Committee.)

The initial Planning Committee meeting was held in Dallas, Texas, on June 21-22, 1979. Both project components were discussed. Specific planning for the training component included: a draft of the criteria for participant selection for the institute, identification of resource speakers and small group facilitors, plans for dissemination activities at the American Correctional Association/National Jail Association Congress, and detailed discussion of other aspects for the project (i.e., target audience for the institute, use of ex-offenders in the project, and publicity dissemination).

The second meeting of the Planning Committee was held January 17-18, 1980, in Chicago, Illinois. During this meeting, the Project Director reported on plans for the March training institute. At this time, the Director presented an overview of participants' expectations and the resulting revision in the training objectives and design. The Planning Committee approved the revisions. The Director also presented a list of the 170 applicants for the March institute. The Planning Committee spent time reviewing the list of applicants, completing partial selection and giving the project staff guidelines to use in the determination of the final list of participants. After much discussion, the Planning Committee authorized the Project Director to invite 120 people to the Institute in Huntsville. The original proposal had set a limit of 150 participants. However, following negotiations with the staff at the U. S. Department of Education, the number of participants was reduced to 100 to meet the restrictions of the reduced budget. (See Appendix G for a profile of applicants, needs and expectations of applicants, revised training objectives and training design, and criteria for selection.)

Throughout the project year, the Planning Committee was kept informed about project activities and was involved in decision-making.

PUBLICITY AND PROMOTION

There were a number of successful activities designed to disseminate information about the project. The first was the distribution of a flyer at the 1979 Annual Conference of the American Library Association. During the June, 1979 conference, announcements about the project were made at a number of meetings and programs.

In addition to the Project Director's attendance at the Congress of the American Correctional Association, a "Conference Attendance Kit" was prepared for members of the Planning Committee and the Advisory Group as well as other interested people. Project information was distributed at a total of eight library meetings and eight correctional meetings.

In July and November, news releases were prepared by the ALA Public Information Office and distributed through normal ALA channels as well as to criminal justice periodicals and organizations. Numerous periodicals in both fields published information on the project.

In late October the brochure outlining the details of the institute with an application blank was distributed by the project office and by some state library agencies. The final deadline for receipt of applications and letters of intent was January 11, 1980.

The project was highlighted in the 1979 Annual Report of the Executive Director of the American Library Association and in the 1980 ALA membership brochure. In addition, plans are being made to include an article on correctional library service in the 1981 ALA Yearbook.

As mentioned before, articles about the institute have been written by various participants and continue to appear in state and regional library association journals. A brief announcement describing the project products has been prepared and will be distributed at a program on jail library service at the Pacific Northwest Library Association and at the 1980 American Correctional Association Congress. Initial plans have been made for development and distribution of a popular version of the project reports.

Appendix E contains more details on public information activities.

OTHER SIGNIFICANT FEATURES AND ACTIVITIES

There have been several aspects of this project which were not in the goals and objectives of the original application:

1. The Advisory Group was a valuable asset to both components of the project. They reviewed the curriculum guide and wrote journal articles on correctional library programs. Some paid their own expenses to attend the March institute so that they could participate as resource people. Both the Advisory Group and members of the ASCLA Library Service to Prisoners Section

were invaluable in the project. The volunteer effort that supported the total Improving Jail Library Service Project was an essential element in its success. (See Appendix H)

2. The Project Planning Committee recommended a set of internal criteria for participant selection. In this criteria, teams of correctional personnel and librarians were given first priority in the selection process. The team approach helped to promote the concept of joint planning of jail library service as well as to ensure implementation of programs after the institute.

3. As a result of the cooperation established between the library and correctional field, the Project Director was asked to participate in the following correctional activities: Ninth Annual Texas Jail Administration Conference; American Correctional Association Task Force for the Revision of Adult Correctional Institution Standards; and the National Institute of Corrections Public Hearings. In addition, the project office was contacted for technical assistance by many agencies and organizations involved in criminal justice projects.

4. Some state library agencies financed participants' travel expenses to the institute. Three agencies provided financial support with the understanding that the participants would disseminate the information gained through statewide workshops (Florida, Nebraska, Virginia). Other state libraries assisted by supplying information and materials for the institute and by promoting the institute.

CONCLUSION

IMPACT

The total impact of the year-long project is hard to measure. It seems safe to say that both librarians and correctional personnel are more aware that library service is an important component of the total jail program. Through the institute and products of both projects, people have been involved in learning more about this aspect of library service. In addition, the many people reached by the broad dissemination of information about the project have at least been introduced to the concept. Finally, members of the American Library Association as well as the ALA staff have been touched by the project and its results.

One of the most important aspects of the project was the cooperation between librarians and correctional personnel from the co-sponsoring agencies as well as from the National Institute of Corrections. The increased communication and understanding created by the interaction between the two groups should have an impact on jail library service.

FUTURE ACTIVITIES

Plans are underway to publish Workshops for Jail Library Service: A Planning Manual, as well as the product of the companion project, The Jail Library: A Guide for Planning and Improving Services. ALA Publishing Services will be responsible for the final editing, production, and marketing of both products. This effort is important in the continuity of the project.

In addition, plans are being discussed for future activities, including the distribution of information summarizing the accomplishment of the projects. As mentioned before, follow-up activities are being planned in the form of workshops, conference programs, and publications.

The original proposal envisioned a multi-year project with a much broader impact. The members of the Association of Specialized and Cooperative Library Agencies are searching for ways to support and carry out future activities based on the original plans. Future activities will be built on the foundation created by the activities during the past year.

National Conference on Library Service to Jails Project

Evaluator's Report

I. The Evaluation Process

The jail project was evaluated in several ways. The various components--the planning process, the training institute, the training manual--were reviewed, and data was gathered from participants and resource people on each of them. In addition, the impact of the institute on the participants was assessed through the use of a followup questionnaire sent three months after the Huntsville meeting.

A variety of techniques was used by the evaluator. These included observation of the planning meetings and the institute, interviews with the planners, resource people and some of the participants. Several forms were distributed. These included a prequestionnaire, short reactionnaires used during the institute, final evaluation questionnaires and a follow up questionnaire. (Samples will be found in the Appendix) These were used to assess the participants' level of expertise, their comments on the training design and the impact of the training on their programs of service.

In addition, a special evaluator, Carmela Ruby of the California State Library, attended the institute as an outside observer. Her comments were incorporated into this report.

II. The Project Objectives

The overall objectives of the project were reviewed using the data available. The evaluator's comments follow each objective.

Overall Objectives

1.0 The three-day National Conference on Library Service to Jail Populations will train 150 library and correctional staffs from 25 states; at least 20% of the participants will be nonlibrarians. Major purposes of the national conference are as follows:

During grant negotiations this number was reduced to 100. Of the 101 people who attended, 23 (23%) were from the correctional field. Participants came from 36 states and the Virgin Islands.

1.1 To provide basic information on the current status of jail library services, model jail library projects, funding sources, and needs of jail populations from the perspectives of librarians, correctional personnel, and formal inmates.

This objective was very well covered from the librarian's perspective. The evaluation forms showed that it was less well met from the correctional point of view. The institute was least successful in covering the inmate perspective.

1.2 To provide training in planning, implementing, and evaluating jail library services at the state and local levels, with attention to joint planning of services by correctional and library personnel and inmates, inmate needs, service options, needed policies, budget, and coordination of services with existing library jail and community resources.

The information needed to follow this planning process was covered in detail. However, since the activities of the small groups varied widely, the participants reported different levels of success in producing plans. In addition, only 45% of the participants reported actual plans being used on the job.

1.3 To provide basic information on developing local jail library services through instructing participants in the use of the Jail Library Services Planning and Implementation Guide, which will be written for the conference if the companion proposal is funded.

The guide was completed and distributed but because of time pressures and the need to revise the training outline due to the participants' level of expertise, it was not an integral part of the training institute.

1.4 To provide consultation and technical assistance to participants in the design of local plans of jail library service or in the development of state planning efforts.

1.5 To provide a chance for communication at the national level among correctional and library planners, consultants, trainers, representatives of funding sources, practitioners, and inmates.

The opportunity for both of these objectives existed but due to the tight scheduling of the training, only some participants were able to interact with resource people. However, there is no question that the resource people expressed willingness to help. It is possible that informal contacts have been made since the institute though there is no data to support this.

1.6 To identify participants' needs for additional information, consultation, and training, so at least 50% of the participants will receive additional materials of information after the conference from project staff or other appropriate groups or individuals.

Though the project director has a file of letters from participants, there is no way to document this objective.

1.7 To identify at least eight states or regions that are interested in holding follow-up state or regional conferences.

Both the project director's reports and the followup questionnaires show that the number of spin off conferences will exceed the eight projected conferences.

1.8 To encourage a positive attitude toward and continued interest in jail library service, so that each participant will indicate one thing s/he will do after the conference to initiate or expand this service.

The final evaluations reflect a strong interest and commitment on the part of participants. Question 3 on the form asked each person to describe what s/he would do first when back on the job. All participants indicated some course of action. (See p.9 for completed response.) In addition, 90% of the people who completed a followup questionnaire had implemented some kind of service.

2.0 The Trainers' Guide for Planning and Conducting State and Regional Workshops will be developed and field tested with fifty library or correctional trainers; 75% of the recipients will complete a written evaluation of the manual.

This guide was sent to 50 reviewers. There was no time to field test it but 92% of the reviewers sent suggestions for revision.

3.0 Programs and booths at the 1979 national conferences of the National Sheriffs Association and the National Jail Association will reach an estimated 500 persons at each conference to increase correctional personnel's awareness of jail library services and to publicize the national conference.

The project director attended these and other conferences but it is impossible to determine the number of people reached.

III. Prequestionnaire/Audience

The participants at the institute came from all over the United States. A total of 101 people attended. 64 of these made up 24 teams of librarians and correctional people. The participants were sent a pre questionnaire to help determine their expectations of the training and their previous knowledge of jail librarianship. 78 were returned--48 from librarians, 23 from correctional personnel, and 7 were representatives from other agencies. 62 of the respondents were currently involved in some library service to jails.

Asked to list types of services offered, the surveys showed that 57 offered access to materials, 45 provided reference service, 31 inter-library loan, 24 offered at least some type of legal reference, 17 educational programs, 15 special programs (films, discussion groups), and 7 had re-entry programs. Other services mentioned included copying of legal material, literacy programs, and provision of games.

When asked to comment on what was the greatest barrier to service, 21 responded poor funding, while 20 cited lack of cooperation with jail administration. This was followed by lack of space (16) and inadequate materials (15). Other problems mentioned were lack of staff and loss or mutilation of materials.

When asked what they hoped to gain at the institute, most people referred to interchange with other participants and a sharing of experiences as well as guidelines for either initiating jail service or improving and expanding existing service. Specific topics that they hoped to receive information on included (in order of importance): sources of funding, material selection, techniques for working with jail staff, legal services and needs assessment.

Most of the participants indicated they would share the information and materials with other librarians and some said they hoped to sponsor workshops based on the institute content.

IV. Program Content - Workshop Design

The following comments about the training objectives and the design of the workshop were prepared after a review of the questionnaires (daily and final followup) filled out by the participants, the observations of the two evaluators, informal interviews with both planners and a followup questionnaire filled out by the facilitators and resource people.

A. Revised Training Objectives

After participation in the three-day National Institute on Library Service to Jail Populations, the library and correctional participants will be able to:

I. identify the pros and cons of various service options for expanding their programs based on the needs within the facility and the resources available to them.

The training design included a great deal of information on service options and the various evaluation forms indicated that a number of participants were planning to add new services. Comments showed that the correctional people in particular were made aware of the wide range of programs possible.

A. cite people, organizations or agencies they can contact for assistance in expanding their services.

1. cite at least two resources, other than participants, from whom they can request technical assistance.

The roster of speakers plus the various handouts ensured the participants access to a great many resources.

2. discuss other participants' programs and the possibility of incorporating similar programs into their own.

There was no formal opportunity for this though it's likely that this information was shared informally--though there was very little time for participant interchange. The evaluator can not really determine if this objective was met but approximately 40% of the participants said they didn't have time to interact with others.

B. plan services to assist the facility in the application of state and national jail standards.

There were two presentations on standards and how they could be used in promoting library service to correctional officials, but response forms indicated participants needed more information on standards. It is not clear that all participants saw that standards could be used to sell library service to jail administrators.

C. select a variety of formats of materials to better meet the needs and interests of inmates, and discuss the pros and cons of each.

D. identify various methods of delivery for their services taking into account the defined barriers and limitations of their facilities.

Less emphasis was put on these two objectives--presumably because of the Jail Library Service Planning and Implementation Guide--which all participants had covered it in detail.

E. identify techniques for assessing the library needs and interests of inmates and staff on a continuing basis.

Though this was covered in training, a number of participants stated they needed more information on this topic. Unfortunately the workshop session with the inmates (see p. 9) was not very successful and made it difficult for the participants to design a plan of service.

II. discuss techniques in solving or preventing internal problems created by lack of cooperation, interest and understanding from correctional staff (for librarian) or from librarians (for correctional staff) or from inmates (for both).

A. discuss service possibilities for supporting the various components within their facilities.

B. engage effectively in group communication, planning and problem solving that includes correctional staff, librarians and inmates.

The respondents felt this was the most important topic covered during training. 42% viewed the information gained as very useful and 22% rated it useful.

III. discuss methods of obtaining public support of jail programs.

Comments from the participants show that this topic was not as adequately covered as the others. But participants also felt this was less important to their service than the other material covered at the institute.

IV. cite sources of funds on the local, state, national level that might be used to initiate or expand jail library service, and identify who they could contact about the availability of funds.

Approximately 1/5 of the participants said this session on funding was the most useful. An equal number praised Gary Hill's presentation which dealt with fundraising in the community. Overall, half of the participants felt the coverage had been useful. Only 10% felt it was only somewhat helpful.

B. The Institute

The institute activities were observed by both evaluators and evaluated by the participants through daily reactionnaires and a final evaluation form and by the resource people and facilitators through a followup questionnaire. The observations of the evaluators were confirmed by the data gathered.

1. Evaluators' Observations

The major problem was lack of time. Though it's true most people have difficulty being away from their jobs for a week, it would have been better to expand this to a five day workshop. The very real desire on the part of planners and staff to give the participants all possible information left little time for small group work, interaction among participants and resource people and for quiet time for the development of a specific work plan to be used to initiate library service to jails. Comments, written and spoken, indicated that they wanted all of the above and felt the schedule was too tight to truly allow for this.

The major weakness of the institute was the attempt to combine two types of workshops in one. On the one hand, the complete coverage of content through lengthy speeches and panel presentations, and on the other, the

attempt to simulate through small group work the planning process necessary to design and implement jail services, and give participants some skills in the group process. The two components were never satisfactorily resolved. The result was two separate efforts competing for the attention of the participants. The interactive planning aspect suffered the most but participants' frustrations also worked against the other.

The major strength was the ability of the resource people, facilitators and participants to work with the problem and still provide a satisfactory experience for most of the people there. A revision of the design on the second day did free some time for informal discussion with some of the resource people.

2. Questionnaire Data

Daily reaction forms were distributed at the conclusion of the program on Monday and Tuesday. These were used to assess the participants' immediate reaction to the day's activities. By the end of Monday, it was obvious there was a high degree of frustration with the extremely tight scheduling and the heavy use of the lecture format. There was little time for questions and no time for participants to talk to each other or to the resource people. There were also many comments that, though the speakers were obviously knowledgeable, they were not equally able to present their material in an articulate manner. There was a feeling of too much material too fast--with little time to absorb and respond to it. The participants requested that there be more time to talk informally with the resource people and each other. The institute planners responded by revising the schedule to include small group discussions with the resource people. These were very well received by the participants and Tuesday's reaction forms reflected this. Many participants made a point of thanking the planners for the change. This restructuring was also referred to on both the final questionnaires and the followup forms.

The small group activities with the facilitators varied in effectiveness. Some groups worked and others didn't. They had been divided by size of population served. Some reflected a feeling of being "stuck" with their group. Even the participants who enjoyed the small group work, however, had some difficulty in working on the task of developing an action plan. They felt both the time pressure and the difficulty of shifting gears from the lecture session to planning. This was more of a problem to those who attended as individuals and to those who had no experience with jail service. Most team members were able to build a service plan on their existing service or to discuss what they would do back on the job.

By the end of the institute, most of the participants were satisified with the content, though less pleased with their planning effort. Not all participants were able to prepare a plan of service (see p. 12). There were also quite a few recommendations that, if the institute were repeated, it should be extended by at least one day--and many felt a week long institute would be better.

The Final Evaluation - A Summary (see appendix for sample form)

According to the response, 75% of the participants had some experience with library service to jails while 25% had none. When asked if the institute had met their expectations, 12% said completely ("It exceeded my expectations"), 68% said to a great extent, and only 18% said in part. Though over 1/2 of the participants felt that the institute was the right length, some of these people commented they wished they had more time but weren't sure they could have been away from their jobs for a longer period of time. 36% felt it was too short and should have been extended by at least another day. Many recommended a week long conference. Only 4 respondents thought the program was too long.

The respondents felt that all topics covered were necessary but several mentioned they needed more information on legal services and about 10% felt there had not been enough information on material selection and censorship and 10% felt that techniques for working with jail staff were not covered sufficiently.

When the participants were asked to rank the training topics in order, they fell into the following order:

1	Gaining the support and cooperation of others (Jail personnel, inmates, program staff, etc.).	63%
2	Sources of funds and technical assistance.	61%
3	Determining the interest level and information needs of the jail population.	51%
4	Planning and implementing a program of service.	40%
5	Selection of materials and formats.	40%
6	Service options for jail service.	40%
7	Publicizing service to inmates, staff and the community.	43%

They were also asked to comment on how well each topic was covered. The percentage listed after each topic reflects the % of the participants who felt coverage had been good.

The participants were asked how the institute design might be revised. Most had no suggestions but a significant number suggested more time and a better scheduling of the time available for social interaction and consultation for resource people.

16% felt there had been too many speakers and several people suggested that only articulate, interesting speakers be used and the other resource people should act as consultants. Though approximately 25% of the respondents felt they didn't have enough time with the resource people, praise for their knowledge and willingness to help was high.

Throughout the various questions on the final form, the lack of time--to discuss with others, to consult with experts and just to review and think--was documented. This was the most severe criticism and one that, according to several respondents, could have been corrected by a better use of time available.

The only other area that met with mixed reactions was the small group work. 33% felt it was good but several others commented it was a good idea that didn't work. The reasons cited were lack of time, poor understanding of the group task, lack of group interaction, and poor facilitators. There was a sense that the small group work somehow didn't relate to the cognitive content of the institute.

However, there is no question that overall the participants were pleased with the institute, the other participants and with the excellent handouts and displays. These were viewed as a great help back on the job.

When participants were asked what the first step they would take to develop their jail service, they answered:

1	Make contact with appropriate community groups	(17)
2	Work on contract with jail	(16)
3	Meet with library administration (Director, Board)	(15)
4	Establish contact with jail and/or library personnel	(14)
5	Develop a concrete plan	(9)
6	PR to community for cooperation and support	(8)
7	Review institute materials and share with others	(6)
8	Inmate needs assessment	(5)
9	Hire staff	(5)
10	Start some type of special program (i.e. re-entry)	(5)
11	Expand present program	(4)
12	Establish a planning committee	(3)

The one session that received bad marks generally was the interviews with the inmates. There were only three people to work with eight groups and none of them were really interested in library service. In addition, as model inmates, they didn't demonstrate a real sense of what the life in a jail is like.

Resource People - Followup Questionnaire

All speakers and facilitators were sent questionnaires asking for their comments on the institute. 25 forms were sent and 12 received for a response of 50%. They were asked to assess the major strengths and weaknesses of the institute and to ask how they might have modified their performances. They also assessed the overall impact of the institute.

Highest praise went to the knowledge and technical expertise of the speakers and planners. This was followed by praise for the participants and their ability to share their experiences. The quality of materials and handouts was mentioned in one-third of the responses, while one-half of the group felt that the emphasis on planning for future service was important.

The major weakness cited was the tight scheduling of the time which left too little time for interaction. This also hurt the small group work which one-fourth of the respondents labeled poor. The other major weakness mentioned was the feeling the program was too library oriented ("jail people felt left out"), and that there were too few jail people.

One-fourth of the respondents said they would not have changed their presentations. The rest said they would have tried to find more time for informal information sharing. Areas in which they felt more information was needed by participants were standards, sources of funds, and legal resources. One felt more time should have been spent on overcoming negative attitudes to jail service.

The overall reaction to the institute by respondents was very positive. "It was a significant national effort." They were pleased they had been asked to take part and felt that the institute had been a good learning experience for them, too.

V. What the Participants Did With the Training (Followup Questionnaires)

During the three day institute, the participants were given the opportunity to design an action plan that they could put into operation when they returned to their communities. They were then asked to assess the progress they had made on a followup questionnaire sent to them three months later.

101 people attended the institute--64 in 24 teams. 43 plans were outlined and copies left with the evaluator at the end of the institute. 45 followup questionnaires were returned. From this response, it was possible to determine how approximately 45% of the participants were able to use the information and materials presented at the institute.

In addition the participants had a chance to comment on the usefulness of the institute after an interval of several months when they had had a chance to reflect and digest the experiences. They were asked to assess how the training content and materials had assisted them on the job.

For purposes of evaluation this content was divided into the following six areas. Percentages reporting the value of this information are listed after each topic.

	A Great Deal	Somewhat	Not At All
1. Trends in Library Service to Jails	46%	50%	4%
2. Action Planning for Service	45%	52%	2%
3. Assessing Reading and Information Needs	40%	50%	10%
4. Service Programs			
a. Re-entry	35%	30%	35%
b. Educational	35%	45%	20%
c. Service to Staff	35%	45%	20%
d. Legal	40%	50%	15%
5. Sources of Funds	35%	50%	15%
6. Standards	45%	35%	20%

The participants were asked to describe what the institute had helped them to do. At least one-third reported that it had enabled them to plan better. "It helped give me clear direction for planning." Several commented that they now had a better idea of the problems and benefits of service to jails but they also had a better understanding of the problems correctional people face. Others reported that the training had helped them work more cooperatively with jail personnel. As one person wrote, "The institute showed me what service to jails could be."

The respondents also reported that they had made wide use of the materials distributed at the institute. Many shared them with other staff. Other major uses were collection development, guidelines for development of specific activities and as reference for reports and talks. At least half of the respondents had prepared a written report of their experiences at the institute. An equal number reported sharing the information at a staff meeting. In addition, five of them had written articles for publication and several had prepared speeches or class presentations. At least three people are planning workshops to share the training.

In additional comments, many of the participants reported that the institute had increased their confidence and made them more knowledgeable about the potential for library service to jails. One comment repeated several times was "It gave me the encouragement to keep trying." Others reported that they had a much better idea of how the planning porcess for such a service works. The respondents still felt the training had been a valuable much needed experience, though many expressed a wish it had been longer.

All but three respondents were providing some form of service to jails. However, a review of the plans included showed that only 50% of the people who submitted a plan for service at the institute answered the followup questionnaire. Therefore, it can't be determined whether or not all plans were implemented.

However, since over 90% of the respondents to the followup questionnaire are providing or expanding service, this still indicates a high level of implementation. A more complete description of the plans prepared follows.

Plan of Service

43 copies of plans of service were developed at the institute and copies were given to the evaluator (see sample form). 23 of these were team efforts and 20 were prepared by individuals who were not part of teams.

There was a great range and variety of programs planned. Five plans were designed to introduce library service to the jail. Fifteen participants were hoping to expand their present jail service programs and add materials and/or services. A subjective comment--this seems to reflect the fact that they had become aware at the institute that they had not fully explored all the possibilities before. Some of the plans included: 1) a re-entry program, 2) I & R to jail populations, 3) a pilot education program, 4) extension of service to jail staff. Others planned a strong PR campaign in the community, establishment of a legal library (three responses), and the creation of a policy manual. Five reports expressed the need to establish a formal agreement with the jails for space to house the collection. Three state consultants planned state-wide efforts.

The participants also described what steps they would take to implement their plans and a possible start up date.

The followup questionnaires were sent out to participants at the end of May. 45 of these questionnaires were returned. Of the respondents who had submitted plans of service at the institute, 40% said they had been able to implement their service as planned. Some 25% reported partial accomplishment of their plan; 25% reported that they had not been able to get any support for their program. 10% changed their plan upon returning home and were providing services that seemed most relevant for their community.

An additional nine respondents described plans on their followup questionnaires, though they had not prepared one at the institue--perhaps due to lack of time or necessary information on the community. In most cases, the plans were based on expansion of existing services. One respondent from a State Library Agency was working on the development of a state-wide service. Only one person felt discouraged with the effort; all the rest indicated that they were making good progress.

VI. "Workshops for Jail Library Service: A Planning Manual"

The manual went through several drafts and was discussed at several meetings. The penultimate draft was sent out to fifty reviewers. These included a number of the institute participants, members of the advisory and planning committees and several library continuing education trainers. This last group had not been involved in the jail project but were asked to comment on the manual based on their background and experience with designing workshops for librarians. 47 people responded and their comments were used by the authors in preparing the final draft.

Upon reviewing both drafts and the reviews, it seems that the authors were responsive to the reviewers' comments. These were mainly concerned with the length and some repetition of material in the draft, and with suggestions on the general format which some reviewers felt was not as clear as it might be. Reviewers suggested that two elements should be strengthened. They were: 1) a strong section on evaluation of the workshops, and 2) more emphasis on understanding jails and the problems correctional people face.

It is not possible to truly evaluate the impact of this manual until it has been used in the field. In the evaluator's opinion, it appears to be an extremely useful tool. It combined general information on promoting and coordinating workshops with specific details on content for each of a series of programs.

The final version was shortened and organized in a much better format based on the reviewers' comments. The authors were responsive to the suggestions and used them to improve the final draft. The evaluator did not see the final published copy so cannot comment on the final arrangement and appearance of the manual.

VII. Summation and Recommendations for Future Activities Based on the Institute Training

One factor was clearly evident throughout the institute--that there is a definite need for this kind of training. There has been so little available in the past that many participants who attended had several years experience in providing library service to jails. They valued the institute because it allowed them to evaluate their services and to check on new trends and expanded service options. For most, it was the first time they had met and had a chance to share experiences. Even those who made critical comments on the program content expressed gratitude for the opportunity to take part in the institute.

It is, therefore, important that this not be a one shot venture. Encouragement should be given to individuals and groups planning workshops in their states. ALA and ASCLA should provide support for and assistance to these efforts. If possible, another National Institute should be held, since many

people could not be included in this meeting. In addition, due to time limitations, not all topics were covered adequately according to the participants.

If another institute were held, experience gained during this project should be used to design it. Specifically: Sufficient time should be planned for social interaction among participants. Informal group work is important and should be retained but it must be made an integral part of the institute. A sense of what it is like to work inside a jail must be demonstrated. The institute attempted this with the sessions with the inmates but it was not successful. Though all the topics covered were important, the method of coverage was less than satisfactory. There were too many speeches. Future workshops should either find alternatives for sharing information on these topics or less topics should be covered. The ranking of topics by participants on p. 8 might be a useful guide.

The project, despite some criticism, was successful in attaining most of its objectives. The products produced--the training guide and resource materials--should have a long range effect. The training design with the modifications suggested could be replicated. The followup on the participants showed that the project had a definite impact on service. If in the future, the participants are contacted again, it seems likely that an even higher level of service might be reported. It must be remembered that only about 2 and 1/2 months had elasped between the institute and the followup questionnaire.

One final comment--one of the strongest aspects of the entire project was the emphasis on seeking participation from a wide variety of people and organizations, and in most cases using that input to improve the final products. So many people now have a feeling of ownership about the project that, in addition to the actual services implemented by the participants, it is anticipated that the sense of commitment to the service and the information will be transmitted to others. Therefore, a strong core of people are now informed and interested in this field of service. Contact with the network should be maintained and this expertise should be utilized in future endeavors.

It is hoped that ways will be found to build on this initial effort so that this very important aspect of library service can be expanded.

APPENDIX A

National Institute on Library Service to Jail Populations

Texas Criminal Justice Center - Huntsville, Texas
Sam Houston State University

March 9-12, 1980

PARTICIPANTS

ALABAMA — RESOURCE AREAS

Team One

1. Juanita McClain
   Director
   Macon County-Tuskegee Public Library
   302 S. Main St.
   Tuskegee 36083

2. Cheryl Milbry
   Macon County-Tuskegee Public Library
   302 S. Main St.
   Tuskegee 36083

ARIZONA

Team One

3. Patricia Anne Moreno — service agreement, volunteers, intern program, legal services
   Librarian
   Tucson Public Library
   Extention Services
   P. O. Box 27470
   Tucson 85726

4. Ruth S. Springstead — service agreement, volunteers, intern program
   Extension Service Manager
   Tucson Public Library
   5542 East Kelso St.
   Tucson 85712

5. James E. Morgan — state library services
   Institutional Consultant
   Library Extension Service
   Department of Library, Archives,
   and Public Records
   2219 S. 48th St., D
   Tempe 85282

ARKANSAS

Individuals

6. Mark Hays
   Central Arkansas Library System
   700 Louisiana St.
   Little Rock 72201

7. Erselle Moore
Director Public Services
Tri-Lakes Regional Library
200 Woodbine
Hot Springs 71901

CALIFORNIA

Team One

8. Frederick William Frazier — new facility planning
Director of Inmate Services
Contra Costa County Sheriff's Department
P. O. Box 391
Martinez 94553

9. Doris Headley
Adult Services Coordinator
Contra Costa County Library
1750 Oak Park Blvd.
Pleasant Hill 94523

Team Two

10. Carolyn Moskovitz — lobbying efforts
Librarian
Alameda County Library
455 38th St., Apt. A
Oakland 94609

11. Ronnie Davis — lobbying efforts; bookmobile service
Librarian
Alameda County Library
839 Neilson St.
Berkeley 94707

Individuals

12. Francisco Pinell — new facility planning
Librarian in Charge
San Francisco Public Library
Jail Project
304 Dawn Court
Mill Valley 94941

13. Joan E. Seim
Principal Librarian - Extension Services
Sonoma County Library
Third and E Streets
Santa Rosa 95404

COLORADO

Team One

14. James C. Isaac, Jr. — legal service, accreditation process, public library jail branch
(Librarian Assistant)
(Denver Public Library)
(Denver County Jail Branch)
1122 Pearl St., Apt. 210
Denver 80203

15. Dale A. Cutshall — accreditation process, public library jail branch
Administrative Head Librarian
Montbello/DCJ Branches
2110 South Dallas St.
Denver 80231

Team Two

16. Kristin Keller, (Jail Library Techician) — public library jail branch
(Fort Collins Public Library)
201 Peterson
Ft. Collins 80524

17. Evelyn Rhoden — inmate programs
Staff Psychologist
Larimer County Detention Center
200 W. Oak
Ft. Collins 80521

Individual

18. Sydne L. Clements — legal service, public library jail branch
El Paso County Jail Branch Librarian
Pikes Peak Regional Library District
P. O. Box 1579
Colorado Springs 80901

CONNECTICUT

Individual

19. Anne Silvers Lee
Librarian
Connecticut Correctional Institution - Enfield
349 Farmington Avenue
Hartford 06105

FLORIDA

Team One

20. Henry Pelfrey, Jr. — service agreement
Chief Counselor
Orange County Sheriff's Department
1 N. Court St.
Orlando 32801

21. John H. Martin, Jr. — service agreement
Head, Special Services
Orlando Public Library
10 N. Rosalind
Orlando 32801

Team Two

22. Helen B. Strader
Supervisor, Extension Services
Manatee County Central Public Library
1631 Hillview St.
Sarasota 33579

23. Alice Joan Burns
Sergeant, Special Programs
Manatee County Sheriff's Department
Box 590
Bradenton 33506

Individuals

24. Jonathan Craig Wilkins
Jail Librarian
Seminole County Jail
P. O. Box 832
Sanford 32771

GEORGIA

Individual

25. Issac Washington — public library jail branch
Librarian, Fulton County Jail Branch
Atlanta Public Library
1190 Mobile St., N. W.
Atlanta 30314

HAWAII

Individual

26. Katherine A. Kreamer
Corrections Librarian
Hawaii Corrections Division
2109 Kamehameha Highway
Honolulu 96819

ILLINOIS

Team One

27. Sister Vivian Whitehead — education services
Chaplain, Education Director
Will County Jail
1550 Plainfield Rd.
Joliet 60435

28. Steve Welch
Coordinator, Institutional Library Services
Burr Oak Library System
405 Earl Rd.
Shorewood 60436

new facility planning
education services
policy formulation
staff services

Individuals

29. Nicholas Niederlander
Head Consultant
Institutional Libraries
Lewis & Clark Library System
P. O. Box 368
Edwardsville 62025

30. Loretta Evans
Project Director
Peoria Public Library
107 N. E. Monroe
Peoria 61602

31. Norine Chiu
Head, Library Services to State Institutions
Chicago Public Library
6834 N. Lakewood
Chicago 60626

INDIANA

Individual

32. Walt Owens
Librarian
Indianapolis-Marion County Public Library
40 East St. Clair
Indianapolis 46208

KENTUCKY

Individuals

33. Katherine S. Greene
Outreach Librarian
Lexington Public Library
421 Gibson Avenue
Lexington 40504

LOUISIANA

Team One

34. Gretchen Dodd
(Teacher/Counselor)
(Orleans Parish Criminal Sheriff's Office)
4635 Lafage St.
New Orleans 70122

35. Nancy Synden
Administrative Assistant
Program Planning & Implementation
Orleans Parish Criminal Sheriff's Office
2800 Gravien St.
New Orleans 70119

program evaluation

MAINE

Individual

36. Linda J. Dwelley
Media Resource Director
Maine Criminal Justice Academy
93 Silver Street
Waterville 04901

MARYLAND

Team One

37. Susan L. Schreiber
Assistant Director
Frederick County Public Library System
520 N. Market
Frederick 21701

38. Michael Stovall
Director - Inmate Services
Frederick County Jail
20 West Fourth Street
Frederick 21701

Team Two

39. Joyce Alibrando
Librarian
Montgomery County Department of
Public Libraries
99 Maryland Avenue
Rockville 20850

legal service
staff services

40. Avron Wofsey
Correctional Officer
Montgomery County Government
2407 Eccleston St.
Silver Spring 20902

Individual

41. Robert Pollard
Librarian
Baltimore City Jail
401 East Eager Street
Baltimore 21202

MASSACHUSETTS

Individual

42. Anna Belle Leiserson-Cash
Librarian
Middlesex County House of Correction & Jail
Box C
Billerica 01821

MICHIGAN

Team One

43. Harry E. Heller — regional jail
Security Officer
Grand Traverse County Sheriff Department
320 Washington St.
Traverse City 49684

44. Gary Knapp,
Corrections Program Coordinator
N.W. Human Services/Offender
Assistance Program
1102 Cass St.
Traverse City 49684

Individual

45. Janice Jone
Community Affairs Department
Catholic Diocese
5800 Weiss St.
Saginaw 48603

MINNESOTA

Team One

46. Don McKee — education services
Librarian/Teacher
County Home School
14300 County Highway 67
Minnetonka 55343

47. Jon Harper
Education Coordinator
Hennepin County Adult Correction
3542 Halifax Avenue, North
Robbinsdale 55422

48. Patricia A. Sederstrom
Hennepin County Library
7009 York Avenue, South
Edina 55435

MISSISSIPPI

Team One

49. Jim Progar
Director
Meridian Public Library
2517 Seventh St.
Meridian 39301

50. Randall F. Glover
Assistant Adult Services Librarian
Meridian Public Library
2912 25th St., Apt. C
Meridian 39301

Team Two

51. Joseph J. Mika — standards, education services
Assistant Professor/Assistant to the Dean
School of Library Services
University of Southern Mississippi
Southern Station, Box 5146
Hattiesburg 39401

52. Dr. William P. Osborn — standards
Project Coordinator
Mississippi Jail Standards Project
University of Southern Mississippi
Hattiesburg

Individual

53. Hazel McDonald — state library services
Institutional Consultant
Mississippi Library Commission
P. O. Box 3260
Jackson 39207

MISSOURI

Individual

54. Richard T. Miller, Jr. — state library services
Coordinator for Development of
Special Library Services
Missouri State Library
P. O. Box 387
Jefferson City 65102

NEBRASKA

Team One

55. Doris W. Mayfield — legal service
Supervisor of Adult Services
Omaha Public Library-Douglas
County Corrections
4321 North 55th St.
Omaha 68104

56. Elizabeth Fawcett Koenig — legal service
Librarian
Douglas County Correctional Center
5911 Jones Street
Omaha 68106

NEVADA

Individual

57. Darrel Batson — service agreement, court order
Outreach Librarian
Clark County Library District
1401 E. Flamingo Rd.
Las Vegas 89109

NEW HAMPSHIRE

Individual

58. Kay Herrick
Institutional Library Consultant
New Hampshire State Library
20 Park St.
Concord 03301

NEW JERSEY

Team One

59. Florence Shimko — special programs
Director
North Brunswich Public Library
for The County Facilities
690 Cranbury Cross Road
North Brunswich 08902

60. Robert Malone — special programs
Project Director
North Brunswich Public Library
for The County Facilities
690 Cranbury Cross Road
North Brunswich 08902

NEW MEXICO

Team One

61. Helen S. Carter — legal library research
Attorney at Law/Legal Research Librarian
The University of New Mexico
School of Law Library
1117 Stanford, Dr., NE
Albuquerque 87131

62. Mary E. King
Volunteer Director
Department of Corrections - Detention
415 Roma NW
Albuquerque 87102

63. Verna Wood
Business/Government Community Specialist
Albuquerque Public Library
5th and Copper
Albuquerque 87102

Individual

64. Allen D. Schwartz
Extension Librarian
Santa Fe Public Library
P. O. Box 2247
Santa Fe 87501

NEW YORK

Team One

65. Mr. Guy Brigandi
Education Supervisor
Onondaga Correctional Facility
Box 143
Jamesville 13078

66. Ron Reed — reentry service
Coordinator
Institution Services Project
Onondaga County Public Library
327 Montgomery St.
Syracuse 13202

Individuals

67. Roy D. Miller, Jr.
Coordinator of Adult Services
Office of Adult Services
Brooklyn Public Library
Grand Army Plaza
Brooklyn 11238

68. Hemwatie Jaipershad
Coordinator of Outreach Services
Upper Hudson Library Federation
161 Washington Avenue
Albany 12210

69. Thelma Ananias Morris
Assistant Director
Binghamton Public Library
78 Exchange St.
Binghamton 13901

70. George B. Davis
Senior Librarian
Fishkill Correctional Facility
Box 307
Beacon, 12345

new facilities planning
legal service
education services
standards

71. Olga D. Edwards
Head, Extension Department
Rochester Public Library
115 South Avenue
Rochester 14604

NORTH CAROLINA

Team One

72. Jean A. Whitman
Extension Services Librarian
Robeson County Public Library
P. O. Box 1346
Lumberton 28358

73. Jean Becker
Coordinator of Volunteer Services
Robeson County Public Library
P. O. Box 1346
Lumberton 28358

OHIO

Team One

74. L. Thomas Schweyer
Corrections Librarian
Toledo - Lucas County Public Library
1622 Spielbusch Ave.
Toledo 43624

new facility planning
public library jail branch

75. Jack Shuba
Programs Supervisor
Lucas County Sheriff's Department
1316 Pingree Rd.
Toledo 43612

educational services
recreational services
volunteers
policy formulation

OKLAHOMA

Team One

76. LaRena Williams — education services
Special Services Librarian
Tulsa City-County Library
400 Civic Center
Tulsa 74103

77. Sister Leona Luecke — volunteers
Coordinator of Volunteers and
Volunteer Programs
Corrections Ministry Task Force of Tulsa
Metropolitan Ministry
112 E. 11th St.
Tulsa 74119

OREGON

Team One

73. Mary Baker — volunteers
Assistant Head, Adult Services
Eugene Public Library
100 W. 13th Ave.
Eugene 97401

79. Alden Moberg — state library services
Institutional Library Consultant
Oregon State Library
236 25th Street, N. E.
Salem 97301

Individual

80. Liz Reed — education services; volunteers; new facility planning
Jail Librarian
Jackson County Library System
413 W. Main St.
Medford 97501

PENNSYLVANIA

Individual

81. Rita Lehman — legal services
Court Librarian
Allegheny County Jail
618 City-County Bldg.
Pittsburgh 15219

TEXAS

Team One

82. Stuart Couch — education services, service agreement
Assistant Director, Detentions/Programs
Dallas County Sheriff's Department
600 Commerce St.
Dallas 75202

83. Marian Waite — service agreement
Library Consultant
Dallas Public Library
1954 Commerce St.
Dallas 75201

Team Two

84. Keith Mitchell — education services
Assistant Director
Cooke County Adult Education Coop
Box 125
Valley View 76240

85. Terry Rogers — education services
Volunteer GED Instructor
NTSU Center for Community Services
Denton 76201

86. David Brockett — education services
Jail Rehabilitation Program Coordinator
NTSU Center for Community Services
Denton 76201

Individuals

87. Bill Dowd — inspections, standards
Texas Commission on Jail Standards
P. O. Box 12985
Austin 78711

88. Michael Duncan — procedure writing
Librarian
Waco McLennan County Library
1717 Austin Avenue
Waco 76701

VIRGINIA

Team One

89. David K. Bennett
Jail Librarian
Fairfax County Public Library-
Adult Detention Center
11942 Goodwood Dr.
Fairfax 22030

90. Ms. Dorothy Langdon
Reference Librarian
Fairfax County Public Library
4134 Virginia St.
Fairfax 22032

91. Duncan Schirmer
Paraprofessional Librarian
Fairfax County Public Library
4134 Virginia St.
Fairfax 22032

Team Two

92. Rita Hirschman — legal service
Librarian
Richmond City Jail
2207 Hanover Avenue
Richmond 23220

93. Diana Tilford
Extension Librarian
Pamunkey Regional Library
P. O. Box 119
Hanover 23069

94. Elizabeth M. Lewis — state library services
Institutional Library Consultant
Virginia State Library
12th and Capitol St.
Richmond 23219

VIRGIN ISLANDS

Individual

95. Wallace Williams
Head Librarian-Coordinator
Florence Williams Public Library
Box 2720
Christiansted, St. Croix
U. S. Virgin Islands 00820

WASHINGTON

Individual

96. Diane Meyer
Consultant, Service to Special Populations
Washington State Library
Olympia 98504

WEST VIRGINIA

Individuals

97. Wesley Duncan, Jr.
Library Assistant
West Virginia Library Commission
and Department of Correction
P. O. Box 1
Huttonsville 26273

98. Kathleen Wharton — reentry service
Outreach Coordinator
Morgantown Public Library
373 Spruce St.
Morgantown 26505

WISCONSIN

Team One

99. E. Grayce Bondeson
Assistant Librarian
Federal Correctional Institution
Route 1, Box 259
Westfield 53964

100. Royce Pugh
Assistant Supervisor of Education
Federal Correctional Institution
Box 500
Oxford 53952

Individual

101. Mary Clark
(Unviersity of Wisconsin Memorial Library)
4712 Maher Avenue
Madison 53716

Cosponsors: American Library Association
American Correctional Association
National Jail Association
National Sheriffs' Association
Fortune Society
Texas Criminal Justice Center
Sam Houston State University

APPENDIX B

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS
March 9-12, 1980

Texas Criminal Justice Center
Sam Houston State University
Huntsville, Texas

Trainers and Resource People

Names & Addresses	Function
Nate Caldwell Corrections Program Specialist National Institute of Corrections Jail Center P. O. Box 9130 Boulder, CO 80301	Small Group Coordinator Presentor
Jane Cazort Institutional Consultant Arkansas Library Commission Library, Archives & Computer Building State Capitol Mall Little Rock, AR 72201	Small Group Facilitator
Jean Coleman Director Office for Library Service to the Disadvantaged American Library Association 50 E. Huron Chicago, IL 60611	Small Group Facilitator
Catherine Cook Public Library Consultant Oklahoma Department of Libraries 200 NE 18th Street Oklahoma City, OK 73105	Small Group Facilitator
Phyllis I. Dalton (Free Lance Library Consultant) 850 E. Desert Inn Road Apt. 1101 Las Vegas, NV 89109	Presentor Resource Person
Joann Digennaro (Trustee, Fairfax County Public Library) (Member-Virginia Board of Corrections) 1807 Anderson Road Falls Church, VA 22043	Presentor Resource Person

Dimensions, Inc. Linda Bayley 2405 Dip Cove Austin, TX 78704 Flynn Nogueira 3403 Bridle Path Austin, TX 78703	Authors: Jail Library Service Planning and Implementation Guide
Joan Goddard (Branch Librarian) (San Jose Public Library) 1171 West Latimer Campbell, CA 95008	Small Group Facilitator
Gary Hill President CONtact, Inc. P. O. Box 81826 Lincoln, NB 68501	Speaker Resource Person
Connie House Project Director Improving Jail Library Service Project American Library Association 50 E. Huron Chicago, IL 60611	Program Coordinator
Christine L. Kirby Public Library Consultant State Library of Florida R. A. Gray Building Tallahassee, FL 32301	Small Group Facilitator Presentor
John F. Knoll Assistant Director of Adult Detention Bexar County Adult Detention Center 218 S. Laredo San Antonio, TX 78207	Presentor Resource Person
Priscilla Linsley Institutional Consultant New Jersey State Library 185 W. State St. Trenton, NJ 08625	Small Group Facilitator
M. Sammye Miller Humanist Administrator National Endowment for the Humanities Division of Public Programs 1652 F Street, N. E. Washington, D. C. 20002	Presentor
Richard Miller Institutional Consultant Coordinator of Development of Special Library Service Missouri State Library P. O. Box 387 Jefferson City, MO 65102	Presentor

National Institute of Corrections Jail Center Library Information Specialists Coralie G. Whitmore 1305 Linden Avenue Boulder, CO 80302 Rebecca E. S. Bacon P. O. Box 121 Rittredge, CO 80457	Resource People
John R. Newhart Sheriff Chesapeake Sheriff's Office P. O. Box 15125 Chesapeake, VA 23323	Speaker Resource Person
James C. Partridge Specialist, Institutional Library Service Maryland State Department of Education P. O. Box 8717, BWI Airport Baltimore, MD 21240	Presentor Resource Person
Wayne K. Patterson Director of Corrections, Undersheriff Denver Sheriff's Department City & County Building, Room 406 Denver, CO 80202	Speaker
Linda Robinson Institutional Librarian Specialist Queens Borough Public Library 89-11 Merrick Road Jamaica, NY 11432	Small Group Facilitator
Ned Rollo Executive Director Offender Preparation & Employment Network, Inc. 2107 North Fitzhugh Avenue Dallas, TX 75204	Presentor Resource Person
Rhea Joyce Rubin (Library Consultant) 1105 Westbrooke Tr. Norman, OK 73069	Speaker Small Group Facilitator
Linda Schexnaydre Faculty Member School of Library Science Emporia State University Emporia, KS 66801	Small Group Facilitator Presentor

Sandra Scott (Coordinator of Library Services New Mexico Corrections Division) 95 Placita de Oro Santa Fe, NM 87501	Small Group Facilitator
Ed Seidenberg Planner Texas State Library Box 12927 Austin, TX 78711	Resource Person
Bernard Williams (Project Planning Committee) (Improving Jail Library Service Project) 906 S. Humphrey Oak Park, IL 60304	Speaker Resource Person
Robert L. Wright (Lecturer) (SLIS, University of Pittsburgh) 5501 Howe Street Pittsburgh, PA 15232	Resource Person
Victor Yipp Assistant Attorney General State of Illinois 160 N. LaSalle, Room 416 Chicago, IL 60601	Speaker Resource Person

A National Institute On Library Service To Jail Populations

March 9-12, 1980

Texas Criminal Justice Center
Sam Houston State University
Huntsville, Texas

Cosponsors:
American Library Association/ASCLA
American Correctional Association
National Jail Association
National Sheriffs' Association
Fortune Society
SHSU Texas Criminal Justice Center

A Higher Education Act, Title IIB
Training Institute

Program

● Sunday, March 9

1:00-5:00 Participant registration	Hotel Lobby
2:00-6:00 Tours of Criminal Justice Center (30 min. tours)	Hotel Concourse
6:30 Dinner	Hotel Concourse

SESSION I - THE JAIL AND THE LIBRARY — Hotel Concourse

7:30-9:00
Welcome
Marcus Kenter, Coordinator of Continuing Education
Texas Criminal Justice Center

Improving Jail Library Service Project
Connie House, Project Director
American Library Association

"Overview of the Jail - Trends and and Issues"
Sheriff John R. Newhart,
NJA President
Cheseapeake Sheriff's Office
Chesapeake, Virginia

"Overview of Jail Library Service - Trends and Issues"
Rhea Rubin, Library Consultant
Norman, Oklahoma

Training Institute Overview
Nate Caldwell, Corrections Program Specialist
National Institute of Corrections
Corrections Jail Center
Boulder, Colorado

● Monday, March 10

7:00 Breakfast	Hotel Concourse
8:00-8:30 Opening Remarks	Upper Auditorium

Jail Library Planning and Implementation Guide
Linda Schexnaydre, Faculty Member
School of Library Science
Emporia State University
Emporia, Kansas

Evaluation Comments
Peggy O'Donnell, Project Evaluator
American Library Association

8:30-9:45 Small Group Orientation Meetings	Assigned Rooms
9:45-10:15 Coffee Break	Room 208-09

SESSION II - OUR PATRONS SPEAK — Upper Auditorium

10:15-12:00
"An Inside View: Bars and The Library"
Bernard Williams
Project Planning Committee
Chicago, Illinois

Small group work - Inmate interviews

12:00-1:00 — Hotel Concourse
Lunch

1:00-1:30 — Upper Auditorium
"Assessing Library and Information Needs"
Christine L. Kirby,
Public Library Consultant
State Library of Florida
Tallahassee, Florida

SESSION III - LOOKING AT SERVICE PROGRAMS — Upper Auditorium

1:30-3:00
Reentry Services
Ned Rollo, Executive Director
Offender Preparation & Employment, Inc.
Dallas, Texas

Educational Services
John Knoll, Assistant Director of Adult Detention
Bexar County Adult Detention Center
San Antonio, Texas

Staff Services
Richard Miller,
Institutional Consultant
Missouri State Library
Jefferson City, Missouri

Legal Services
Victor Yipp, Assistant Attorney General
State of Illinois
Chicago, Illinois

3:00-3:30 — Room 208-09
Coffee Break

3:30-4:30 — Upper Auditorium
Small Group Work - Service Programs

SESSION IV - PROBLEMS WE FACE

4:30-6:00 — Assigned Rooms
Small Group Work - Problem Solving

6:30 — Hotel Concourse
Dinner

● Tuesday, March 11

7:00 — Hotel Concourse
Breakfast

SESSION V - SUPPORT FOR YOUR PROGRAM

8:00-10:00 — Upper Auditorium
Opening Remarks

"Hustling"
Garry Hill, President
CONtact, Inc.

The County Scene
Joann DiGennaro
Fairfax County Public Library
Board of Trustees
Virginia State Board of Corrections
Falls Church, Virginia

State Library Agencies
James C. Partridge, Jr.,
Specialist
Institutional Library Service
Maryland State Department of Education
Baltimore, Maryland

State Educational Agencies
John Knoll, Assistant Director of Adult Detention
Bexar County Adult Detention Center
San Antonio, Texas

10:00-10:30 — Room 208-09
Coffee Break

10:30-11:30 — Upper Auditorium
National Endowment for the Humanities
M. Sammye Miller,
Humanist Administrator
National Endowment for the Humanities
Washington, D.C.

Office of Education
Henry Drennen, Research and Demonstration Branch
U.S. Office of Education
Washington, D.C.

National Institute of Corrections Jail Center
Nate Caldwell, Corrections Program Specialist
NIC Jail Center
Boulder, Colorado

Question and Answer Session

11:30-12:00
Action Planning
Nate Caldwell, Corrections Program Specialist
NIC Jail Center
Boulder, Colorado

12:00-1:00 — Hotel Concourse
Lunch

1:00-3:00 — Assigned Rooms
Small Group Work - Action Planning

3:00-3:30 Coffee Break	Room 208-09
3:30-5:00 Small Group Work - Action Planning	Assigned Rooms
6:00 Dinner - Texas Night	Goree Unit, Texas Dept. of Corrections
7:00-8:30 Optional Activities Informal Consultation and Technical Assistance	Goree Clubhouse

• WEDNESDAY, MARCH 12

7:00 Breakfast	Hotel Concourse

SESSION VI - THE FUTURE

8:00-10:00 Opening Remarks	Upper Auditorium
"Standards and Accreditation" Wayne Patterson, Director of Corrections & Undersheriff Denver County Jail Denver, Colorado	
"Making Standards Work For You" Phyllis Dalton, Free Lance Library Consultant Las Vegas, Nevada	
Small Group Work - Standards	
10:00-10:30 Coffee Break	Room 208-09
10:30-11:30 Regional and State Workshop Planning Small Group Work	Rooms to be assigned
11:30-12:00 Wrap-Up and Evaluation	Upper Auditorium
Peggy O'Donnell, Project Evaluator American Library Association	
Connie House, Project Director American Library Association	
12:00-1:00 Lunch Presentation of Certificates	Hotel Concourse
Adjournment	

Planning Committee

CORRECTIONS

James T. Black
National Jail Association

Marcus Kenter
Texas Criminal Justice Center

Billy E. Paine
National Sheriffs Association

Dr. Dale K. Sechrest
American Correctional Association

Judy Glass
The Fortune Society

Bernard Williams
exoffender and paraprofessional

LIBRARIES

John F. Anderson
Tucson Public Library

Joan Goddard
San Jose Public Library

William A. Miles
Buffalo and Erie County Public Library

Richard Miller
Missouri State Library

Ed Seidenberg
Texas State Library

Marnie Warner
Massachusetts Board of Library Commissioners

Robert L. Wright
University of Pittsburgh

CURRICULUM GUIDE CONSULTANTS

Dr. Harris C. McClaskey
University of Minnesota

Susan B. Madden
King County Library System

Linda Schexnaydre
Emporia State University

Christine L. Kirby
State Library of Florida

John K. Lohrstorfer
DuPage Library System

Susan Loss, Institutionalized Youth
Colorado Department of Education

Alden Moberg
Oregon State Library

Art Moen
Pontiac Correctional Center

Barbara Nors
Texas Criminal Justice Center

Julian Pugh
Virginia Department of Corrections

Linda Robinson
Queens Borough Public Library

Rhea J. Rubin
National Council on Aging

Sandra Scott
N. M. Corrections Division

David D. Smith
Cook County Jail

Chris Tracey
Correctional Education Association

Frances E. de Usabel
Bureau of Reference and Loan Services

Jesse Watson, Jr.
Law Library Assistant
Staunton Correctional Center

R. Bernard Welmaker
Branch Programs, Atlanta Public Library

DIMENSIONS STAFF

Linda Bayley

Leni Greenfield

Flynn Nogueira

EVALUATORS

Muriel M. Howick
Northern Illinois University

Peggy O'Donnell
American Library Association

PROJECT STAFF

Connie House, Project Director
American Library Association

Sandra M. Cooper, ASCLA Executive Secretary
American Library Association

ADVISORY GROUP

Paul Bailey
National Jail Managers Association

Dr. Lesta N. Burt
Sam Houston State University

Nate Caldwell
National Institute of Corrections Jail Center

Jean E. Coleman,
Office for Library Service
to the Disadvantaged
American Library Association

Catharine Cook
Oklahoma Department of Libraries

Patrick M. Crowling, Jr., Attorney
White, Cabell, Paris & Lowenstein

Phyllis I. Dalton
Free Lance Library Consultant

Anthony J. DelPopolo, Sr.
Northern Virginia Community College

Gary Hill, President
CONtact, Inc.

Zoia Horn

Biographies

Nate Caldwell — Group Coordinator, Presentor
Corrections Program Specialist
National Institute of Corrections Jail Center
Boulder, Colorado

Mr. Caldwell has 11 years of experience in corrections, beginning in New York City as a counselor, supervisor, staff trainer and director of a court diversion and probation project. He began with NIC in 1976, concentrating on local jails, conducting training programs, providing technical assistance and serving as a resource person to jail personnel across the nation.

Jane Cazort — Facilitator
Institutional Consultant
Arkansas Library Commission
Little Rock, Arkansas

Receiving her academic education from the Univ. of Denver and Mississippi State College for Women, Ms. Cazort has spent most of her working life in the field of recreational services. After 1972 when she became the Arkansas Consultant, her activities include initiating service in the Little Rock jail and administering public library grants for jail programs.

Jean Coleman — Facilitator
Director
Office for Library Service to the Disadvantaged
American Library Association
Chicago, Illinois

Ms. Coleman has had extensive experience in serving the disadvantaged. Her prior experiences include Librarian-Administrator, Bookmobile service for Central Brooklyn Model Cities Program; teacher for Apache Indian children and Librarian at the Lexington School for the Deaf. She also serves on several national boards including Laubach Literacy International.

Catherine Cook — Facilitator
Public Library Consultant
Oklahoma Department of Libraries
Oklahoma City, Oklahoma

Before coming to Oklahoma, Ms. Cook served as the Institutional Consultant for Florida and Kansas. She holds various professional positions in professional associations such as the ALA Library Service to Prisoner Section Executive Committee.

Phyllis I. Dalton — Presentor, Resource Person
Free lance Library Consultant
Las Vegas, Nevada

Before her activities as a Consultant, Mrs. Dalton was Assistant State Librarian of California. Her numerous professional activities include member of the ACA/ALA Joint Committee on Institutional Libraries; Past Co-President, ALA/ASCLA; liaison to the Freedom to Read Foundation Board of Trustees. She was instrumental in writing the ALA standards for adult correctional facilities and jails.

Joann Digennaro — Presentor, Resource Person
Truetee
Fairfax County Public Library
Fairfax, Virginia

In addition to serving on the Board of Trustees for the Fairfax County Public Library, Ms. DiGennaro is a member of the Virginia State Board of Corrections.

Dimensions, Inc. — Resource People
Linda Bayley, Leni Greenfield, Flynn Nogueira
Austin, Texas

The Dimensions consultants are the authors of the Jail Library Service Planning and Implementation Guide. They have been involved in competency-based education since 1975. As staff development specialists for the Adult Performance Level Project, they have traveled nation-wide providing technical assistance to state education agencies, adult programs and correctional institutions.

Henry Drennan — Presentor
Research and Demonstration Branch
U.S. Office of Education
Washington, D.C.

Mr. Drennan, as an administrator in the Office of Education, has had an interest in correctional library and literacy programs for many years. He is also active in various professional associations.

Joan Goddard — Facilitator
Branch Librarian
San Jose Public Library
San Jose, California

Joan's concern with library service to prisoners began in library school when she began working on a jail library service survey project which has resulted in a printed report, Survey of Library Service in Local Correctional Facilities. Her library experience has been in public libraries.

Gary Hill — Speaker, Resource Person
President
CONtact, Inc.
Lincoln, Nebraska

Gary originated the U.S. Jaycees' program of involvement in criminal justice and as such has worked with more than 1,000 correctional facilities. His numerous involvements include representative to the Joint Commission on Correctional Manpower and Training, Director of Public Information for the ACA and Staff Director of the National Offender Services Center.

Connie House — Program Coordinator
Project Director
Improving Jail Library Service Project
American Library Association
Chicago, Illinois

Since 1970 Ms. House has worked in various capacities in the criminal justice field. Some of her past experiences include Correctional Library Coordinator, Commonwealth of Virginia; Librarian, adult prison; organization of service programs for offenders and staff in various jails, prisons, youth facilities, and parole agencies. She is a member of numerous professional associations and has been participating in continuing education workshops throughout her professional career.

Christine L. Kirby — Facilitator, Presentor
Public Library Consultant
State Library of Florida
Tallahassee, Florida

Ms. Kirby was the Jail Service Librarian for Orlando Public Library prior to her position with the state library. She is an active member of the ALA Library Service to Prisoners Section, and has published a document entitled, Guidelines for Library Service to Local Jails.

John F. Knoll — Presentor, Resource Person
Assistant Director
Bexar County Adult Detention Center
San Antonio, Texas

The programs Dr. Knoll administers include Education, Library, Recreation, Pre-Employment Training, In-Service Staff Training, and Community Programs. In addition, he developed the educational program at Bexar County, which is an innovative media-based learning center utilizing video and close circuit radio/television.

Priscilla Linsley — Facilitator
Insittutional Consultant
New Jersey State Library
Trenton, New Jersey

Ms. Linsley is responsible for advisory and consultation services to state, county and municipal institutions. Her previous employment includes Coordinator of Library Services for the Garden State School District and Librarian at the Educational Testing Service. She is a member of the ACA/ALA Joint Committee on Institutional Libraries.

M. Sammye Miller — Presentor
Humanist Administrator
National Endowment for the Humanities
Washington, D.C.

Dr. Miller's interest in correctional library programs -- is an outgrowth of his work with an NEH program in Maryland, "To Say Their Own Word."

Richard Miller — Presentor
Institutional Consultant
Missouri State Library
Jefferson City, Missouri

Mr. Miller has been involved in library service to prisoners for many years. In his current position he consults with local and state facilities in Missouri.

John R. Newhart — Speaker
Sheriff — Resource Person
Chesapeake Sheriff's Office
Chesapeake, Virginia

Sheriff Newhart is currently the President of the National Jail Association. For the past ten years, he has served as Sheriff of Chesapeake. He has been innovative in the field of corrections, introducing the first Paramedics, Classification, Educational Work Release and Substance Abuse programs in Virginia jails.

James C. Partridge — Presentor, Resource Person
Specialist, Institutional Library Service
Maryland State Department of Education
Baltimore, Maryland

Since coming to Baltimore in 1965, Mr. Partridge has had varied library experiences, such as Educational Systems Division, Litton Systems, Montgomery County Public Schools, Maryland State Library for the Blind and Physically Handicapped. His professional affiliations include ALA and ACA.

Wayne K. Patterson — Speaker
Director of Corrections, Undersheriff
City and County of Denver
Denver, Colorado

Before his present position, Mr. Patterson was Warden at the Colorado State Penitentiary and Executive Director of the Colorado State Department of Parole. He is a member of the National Commission on Accreditation for Corrections, as well as the ACA's Committee on Technical Assistance for Adult Detention.

Linda Robinson — Facilitator
Institutional Librarian Specialist
Queens Borough Public Library
Jamaica, New York

In addition to her present employment, Ms. Robinson is a lecturer at the New York Community College, Institute for Older Adults.

Ned Rollo — Presentor
Executive Director — Resource Person
Offender Preparation & Employment, Inc.
Dallas, Texas

As a former state and federal prisoner, Mr. Rollo was active in the development of an inmate library, art program and educational project. Additionally, he has worked as a counselor for the Illinois Department of Corrections, teacher in penal justice, youth service worker, and manager of the exoffender program for the National Alliance of Business in Dallas.

Rhea Joyce Rubin — Speaker
Library Consultant — Facilitator
Norman, Oklahoma

Ms. Rubin is currently a free lance consultant on institutional library services, bibliotherapy, and services to the aging. She has worked with many institutionalized populations since her position as Director of the Cook County Corrections Library Project in Chicago. Her publications include two books and numerous articles in library and other

Ed Seidenberg — Resource Person
Planner
Texas State Library
Austin, Texas

Prior to his present position with the state library, Mr. Seidenberg served as the Institutional Consultant for the Texas State Library. His other former experiences includes Librarian, Texas Department of Corrections; Librarian, Juvenile Hall, California and library school instructor, Sam Houston State University, Texas.

Linda Schexnaydre — Facilitator
Faculty Member — Presentor
Emporia State University
Emporia, Kansas

In 1972 Ms. Schexnaydre helped to initiate service to the Travis County Jail, Austin, Texas. Her involvement in the Improving Jail Library Service Project includes consulting on the library planning guide and writing the Trainer's Guide. In addition to presently teaching public library courses and materials selection, she also does freelance editing and indexing.

Sandra Scott — Facilitator
Coordinator of Library Services
New Mexico Corrections Division
Santa Fe, New Mexico

Ms. Scott coordinates library service to all N.M. state facilities, and directs general and legal library service at the Penitentiary of New Mexico. Formerly, she was Institutional Consultant for the New Mexico State Library.

Coralie G. Whitmore and Rebecca E.S. Bacon — Resource People
Library Information Specialists
National Institute of Corrections Jail Center
Boulder, Colorado

As Information Specialists for the NIC Jail Center, Ms. Whitemore and Ms. Bacon respond to technical assistance and reference requests from anyone working or interested in jails and detention centers.

Bernard Williams — Speaker
Project Planning Committee — Resource Person
Improving Jail Library Service Project
Chicago, Illinois

While incarcerated in the Virginia penal system, Mr. Williams developed his paraprofessional librarian skills. His other library experience includes assisting in the organization of the first prison library friends group, Layout and Design Editor of a library/institutional newsmagazine, and Library Project Coordinator for Rubicon, Inc. As a member of an ACA sponsored drama group, Mr. Williams took part in a weekly training program for correctional officers.

Robert L. Wright — Resource Person
Lecturer
SLIS, University of Pittsburgh
Pittsburgh, Pennsylvania

Mr. Wright presently teaches in the library school at U. of Pittsburgh, but in the past has directed two Office of Education institutes, "Retraining Librarians to Serve the Disadvantaged" and "Institute on Urban Information Needs." He also developed information service at the Western Pennsylvania Penitentiary. His public library experience was in the D.C. Public Library.

Victor Yipp — Speaker
Assistant Attorney General — Resource Person
State of Illinois
Chicago, Illinois

Victor is responsible for defending state officials and employees in suits brought by prison inmates. Presently he is handling several law library access cases including a class-action suit out of Stateville Correctional Center. He recently settled a legal access case pertaining to another facility.

APPENDIX D

EXHIBITORS

National Institute on Library Service to Jail Populations

Alcoholics Anonymous
468 Park Avenue South
New York, NY 10016
Contact: Lois Fisher

American Coorectional Association
4321 Hartwick Road, Suite L-208
College Park, MD 20740
Contact: Ron Jackson

Association of Specialized and
Cooperative Library Agencies
American Library Association
50 East Huron Street
Chicago, IL 60611

The Baker & Taylor Company
1515 Broadway
New York, NY 10023
Contact: Terri Mitchum, School &
Public Library Markets

The Bilingual Publications Company
1966 Broadway (at 66th Street)
New York, NY 10023
Contact: Linda E. Goodman, President

Book Lab
1449 37th Street
Brooklyn, NY 11218
Contact: Lou Heitner

CONtact, Inc.
P.O. Box 81826
Lincoln, NE 68501
Contact: Gary Hill

Criminal Justice Publications, Inc.
Corrections Magazine
801 Second Avenue, Suite 1404
New York, NY 10017
Contact: Louise Franza

The Fortune Society
229 Park Avenue South
New York, NY 10003

The French & Spanish Book
Corporation
115 Fifth Avenue
New York, NY 10003
Contact: Emanuel Molho

Interpretive Education
2306 Winters Drive
Kalamazoo, MI 49002
Contact: Philip A. Okun

Perma-Bound Books
East Vandalia Road
Jacksonville, IL 62650
Contact: Dave Pettigrew

Reading Enrichment Company, Inc.
A Subsidiary of Prentice-Hall,
Incorporated
Lackawanna Avenue
West Paterson, NJ 07424

Timbuktu: The Black Peoples
Bookstore
2530 South Michigan Avenue
Chicago, IL 60616
Contact: Mary Emmra

West Publishing Company
50 West Kellogg Boulevard
P.O. Box 3526
St. Paul, MN 55165
Contact: R. L. Peterson,
Sales Coordinator

APPENDIX E

PUBLIC INFORMATION ACTIVITIES

#1 - Flier Announcing Institute (Summer, 1979)

#2 - News Release - July, 1979

#3 - Conference Promotion Kit (Summer/Fall, 1979)

#4 - Library and Correctional Conferences Attended

#5 - News Release - November, 1979

#6 - Brochure

#7 - Brochure Distribution

#8 - Articles & Announcements

Improving Jail Library Service

an institute

March 10-12, 1980

100 librarians, jail personnel and former inmates will be selected through advance registration to *work together*. . .

. . . to assess the problems in providing jail library service

. . . to get specific help on how to involve library and jail personnel and inmates to plan and provide better jail library service

. . . to learn how to train others to expand and improve the library services currently being offered in local jails

The training institute is free, stipends will be provided to participants, and CEUs will be awarded.

Sponsor—the Association of Specialized and Cooperative Library Agencies (ASCLA) of the American Library Association

And—American Correctional Association
National Jail Association
National Sheriffs' Association
Texas Criminal Justice Center
The Fortune Society

For more information and an application, contact—
Connie House, Project Director
Improving Jail Library Service Project
American Library Association
50 E. Huron Street
Chicago, IL 60611
312/944-6780

A Higher Education Act, Title II B Training Institute

APPENDIX E - #2

News Release: American Library Association

Public Information Office
American Library Association
50 East Huron Street
Chicago, Illinois 60611
312 944-6780

From: Peggy Barber, Director
Public Information Office

FOR IMMEDIATE RELEASE July 1979

A one-year project designed to improve jail library service was launched in June, 1979 by the Association of Specialized and Cooperative Library Agencies, ASCLA (a division of the American Library Association).

The project is funded by the U.S. Office of Education under the Higher Education Act, Title II-B, and will include: a three-day institute, scheduled for March 10-12, 1980, Texas Criminal Justice Center, Huntsville, TX; programs and booths at the 1979 national conferences of the American Correctional Association, National Sheriffs' Association, and the National Jail Association, reaching an estimated 500 persons at each conference; a resource file of persons and groups -- librarians, corrections staff, ex-offenders -- who could serve as subject specialists and speakers; a curriculum guide for developing jail library service programs; and a trainers guide that will assist other groups in replicating the national institute on state and regional levels.

The project aims to make staff in librarianship, corrections, and related fields more aware of the joint responsibility of both public libraries and local jails in meeting the library and information needs of inmates and jail personnel, to increase the number of inmates receiving library services, and to expand and improve library services currently being offered in local jails.

-more-

add one--Jail Library Service

Members of the National Planning Committee are: James T. Black, National Jail Association; Marcus Kenter, Texas Criminal Justice Center; Billy E. Paine, National Sheriffs' Association; Dr. Dale K. Sechrest, American Correctional Association; and Bernard Williams, Fortune Society. Librarians serving on the committee are John F. Anderson, Joan Goddard, William A. Miles, Richard Miller, Ed Seidenberg, Marnie Warner, and Robert L. Wright. Dr. Harris C. McClaskey, Susan B. Madden, and Linda Schexnaydre will serve as Curriculum Guide Consultants. Dimensions, an Austin, TX group, will develop the curriculum guide under contract with the American Library Association; the staff includes Linda Bayley, Leni Greenfield, and Flynn Nogueira.

Connie House, formerly Library Coordinator for the Rehabilitative School Authority in Virginia, has joined the ASCLA staff to coordinate project activities. For additional information and an application, contact: Connie House, Improving Jail Library Service Project, ASCLA, 50 East Huron St., Chicago, IL 60611, (312) 944-6780, ext. 313.

-30-

ATTACHMENT E - #3

Improving Jail Library Service Project

CONFERENCE PROMOTION KIT

The numbers below correspond with the numbers on the enclosed materials.

1. Flyers and brochures on the Institute -- Until the brochures are printed in October, the flyers will be the major promotion tool.

   Suggested Use: (a) Post flyers on bulletin boards, etc. in major traffic areas.
   (b) Try to obtain a central distribution point(s) for flyers and brochures. Please be sure to obtain permission. For example, exhibit area, registration area, professional association membership booth, public library membership table, etc.
   (c) In addition to the distribution point(s) or if no distribution point is available, identify key committee meetings or major programs and have flyers available there.

2. Form requesting more information and an application form -- I hope you have the facilities to reproduce the request form; at other conferences it has proved most helpful in order for individuals to make a speedy and easy contact with the project office. To reduce reproduction costs, I have placed two forms on one sheet so that they can be cut apart.

   Suggested Use: Combine with the flyer or brochure at the distribution point(s) or if handed out personally.

3. Blurb announcing the project and Institute.

   Suggested Use: (a) Identify key conference sessions and obtain permission to make the announcement.
   (b) Try to get others to help you promote the Institute and make copies of the blurb for them.
   (c) Feel free to change the blurb to meet any particular needs for the conference you are attending. For example, if you have a central distribution point, add the location at the conference where attendees can obtain further information on the Institute.

4. Suggested cover letter for the blurb -- If you distribute the blurb to others, you may want to have a short explanation/introductory letter for those unfamiliar with the project. The one enclosed is to be used as a model only, for it was distributed at the ACA Congress.

   Suggested Use: (a) Identify sessions which are likely to have in attendance those interested in the project.
   (b) Prepare envelopes for speakers or moderators and distribute the blurb prior to the scheduled meetings.

5. Correctional conferences ONLY -- If planning to attend a correctional conference, the blurb is worded slightly different. (Only the one, library or correctional, which applies will be included in your kit for a particular conference.) Also, for correctional conference kits there is an additional item entitled, "How to Get Into Correctional Conferences," which was compiled by the correctional members on the Project Planning Committee. It gives

librarians additional ideas for successfully promoting the Jail Project at correctional conferences.

6. Library conferences ONLY -- Since the Jail Project is sponsored by ASCLA, and since ASCLA needs new members, included are ASCLA membership brochures to be distributed at the conference. If you think you need more, let the project office or the ASCLA office know how many. Thanks for promoting ASCLA, too!

7. Appraisal Form -- So that the conference kit can be improved for future projects engaging in this type of promotion activity, and to help me collect information for the project reports to the Office of Education, please complete the enclosed appraisal form after you return from the conference.

Thank you, let the project office know if you need anything else and happy conference-going!

IMPROVING JAIL LIBRARY SERVICE
A Higher Education Act, Title IIB Training Institute

(4)

Cosponsored by: American Library Association
American Correctional Association
National Jail Association
National Sheriffs' Association
Texas Criminal Justice Center
The Fortune Society

I would like to receive additional information on and an application form for the "Improving Jail Library Service Institute" *to be held* March 10-12, 1980, Huntsville, Texas

NAME: _____

POSITION: _____

ADDRESS: _____

_____

PHONE: _____

please return request to: Connie House, Project Director
Improving Jail Library Service Project
American Library Association
50 East Huron Street
Chicago, IL 60611

IMPROVING JAIL LIBRARY SERVICE
A Higher Education Act, Title IIB Training Institute

Cosponsored by: American Library Association
American Correctional Association
National Jail Association
National Sheriffs' Association
Texas Criminal Justice Center
The Fortune Society

I would like to receive additional information on and an application form for the "Improving Jail Library Service Institute" *to be held* March 10-12, 1980, Huntsville, Texas.

NAME: _____

POSITION: _____

ADDRESS: _____

_____

PHONE: _____

please return request to: Connie House, Project Director
Improving Jail Library Service Project
American Library Association
50 East Huron Street
Chicago, IL 60611

One of the more exciting and far-reaching projects to be launched in the corrections profession this year is a one-year program designed to improve jail library service, sponsored by the American Library Association, with a grant from the Office of Education. This project is cosponsored by the American Correctional Association, National Jail Association, National Sheriffs Association and Fortune Society.

The project aims to make staff in corrections, librarianship and related fields more aware of the joint responsibility of both public libraries and local jails in meeting the library and information needs of inmates and jail personnel.

One of the highlights of this project will be a three-day institute scheduled for March 10-12, 1980, at the Texas Criminal Justice Center in Huntsville, Texas. The coordinator for the project is Connie House, formerly Library Coordinator for the Rehabilitative School Authority in Virginia. For more information about improving jail library services and the institute, contact Connie House, American Library Association, 50 East Huron Street, Chicago, Illinois 60611, or call (312) 944-6780.

IMPROVING CORRECTIONAL LIBRARY SERVICES

One of the more exciting and far-reaching projects to be launched in the corrections profession this year is a one-year program designed to improve jail library service, sponsored by the American Library Association, American Correctional Association, National Jail Association, National Sheriffs' Association, Texas Criminal Justice Center and the Fortune Society. The program is possible with a grant from the U. S. Office of Education.

The project aims to make staff in corrections, librarianship and related fields more aware of the joint responsibility of both public libraries and local jails in meeting the library and information needs of inmates and jail personnel. Also, library services assist in meeting court mandates and complying with accreditation standards.

One of the highlights of this project will be a three-day training institute scheduled for March 10-12, 1980, at the Texas Criminal Justice Center in Huntsville, Texas. The director for the project is Connie House, formerly Library Coordinator for the Rehabilitative School Authority in Virginia. (Literature on the training institute is available at the ACA and the National Jail Association booths in the exhibit area.) ← (this statement for ACA ONLY)

For more information about improving jail library services and the institute, contact Connie House, American Library Association, 50 E. Huron, Chicago, IL 60611, or call (312) 944-6780.

ASSOCIATION OF SPECIALIZED AND COOPERATIVE LIBRARY AGENCIES

a division of the

AMERICAN LIBRARY ASSOCIATION

50 EAST HURON STREET · CHICAGO, ILLINOIS 60611 · (312) 944-6780

August 17, 1979

Dear ACA Colleague,

As you are probably aware, the ACA, along with the American Library Association, National Jail Association, National Sheriffs' Association, Texas Criminal Justice Center and the Fortune Society, is cosponsoring a one year program designed to improve correctional library service. Dale Sechrest, ACA representative on the National Planning Committee for the project, requested I prepare a "blurb" for you to use in the promotion of the project during the Congress. This type of dissemination of information is vital for the success of the program.

Enclosed is the blurb Dale suggested I prepare. When you are participating in programs as a speaker, evaluator, moderator or convener, will you try to take a few minutes to make an announcement of the jointly sponsored project? Thank you very much and I look forward to seeing you during the Congress.

Cordially,

Connie House

Connie House, Project Director
Improving Jail Library Service Project

CH/bc

HOW TO GET INTO CORRECTIONAL CONFERENCES

The ideas below were generated in small group work by the correctional Planning Committee members in Dallas, Texas.

1. Have a local contact to guide you at the conference
   a. Join the organization - make a contact
   b. Contact Executive Directors of local associations (list from the national organization)
   c. Make your interest known in being informed about the conference.
2. Distribute materials
3. Go to "new comers lounge" or reception
4. Acquire materials
5. Contact program committees
6. Emphasize the diversity of library services and new library directions
7. Prepare a blurb for speakers to use in promoting the Institute

(7)

Improving Jail Library Service Project

CONFERENCE ATTENDANCE APPRAISAL FORM

Name of Conference Attended: _____

Location: _____

Number Attending Conference: _____

Estimated number of people you reached with information concerning the project _____

Below please comment on the materials in the conference kit. Were you able to use each one? How was each used? Any other comments you may have.

Flyers and brochures

Request forms

Blurb (Did others help promote the institute in this way? How many?)

Cover letter (If you prepared one, please include a copy)

"How to Get Into Correctional Conferences" sheet (Was it helpful? How?)

Do you have suggestions for improving the conference kit?

Other comments:

Your name: _____

Return to Connie House, American Library Association, 50 E. Huron St., Chicago, IL 60611

Thank you!

ATTACHMENT E - #4

PUBLICITY
Library and Correctional Conferences

	Date	Conference	Attended by	Used "Kit"
1.	June, 1979	American Library Association Dallas, TX	Connie House Planning Committee members	No
2.	August, 1979	American Correctional Association/ National Jail Association Philadelphia, PA	Connie House	No
3.	August, 1979	Pacific Northwest Library Association Boise, ID	Alden Moberg	Yes
4.	September, 1979	Nineth Annual Texas Jail Administration Conference Huntsville, TX	Connie House Linda Bayley Leni Greenfield	No
5.	September, 1979	Northwest Regional Correctional Education Association Salem, OR	Alden Moberg	Yes
6.	September, 1979	Western Correction Association Albuquerque, NM	Sandra Scott	Yes
7.	September, 1979	Missouri Library Association Springfield, MO	Richard Miller	Yes
8.	September, 1979	Arizona Library Association Phoenix, AZ	Jim Morgan Pat Moreno	Yes
9.	October, 1979	Virginia Correctional Association Hampton, VA	Elizabeth Lewis	Yes
10.	October, 1979	Nevada Library Association Elko, NV	Phyllis Dalton	Yes
11.	October, 1979	Washington Library Media Association Yokima, WA	Sue Madden	No
12.	October, 1979	Minnesota Correctional Association St. Paul, MN	Deb Meyer	Yes
13.	October, 1979	Florida Library Association	Chris Kirby	Yes
14.	October, 1979	National Juvenile Detention Association Overland Park, KS	Susan Loss	Yes
15.	October, 1979	NIC Public Hearings Chicago, IL	Connie House	Yes
16.	November, 1979	Midwest Federation of Library Associations Milwaukee, WI	Connie House	Yes

News Release: American Library Association

Public Information Office
American Library Association
50 East Huron Street
Chicago, Illinois 60611
312 944-6780

From: Ann Cunniff
Peggy Barber, Director
Public Information Office

FOR IMMEDIATE RELEASE November 1979

JAIL LIBRARY SERVICE INSTITUTE

A National Institute on Library Service to Jail Populations is scheduled for March 9 - 12, 1980, Texas Criminal Justice Center, Sam Houston State University, Huntsville, TX.

The training institute is the first component of the new Improving Jail Library Services Project, sponsored by the American Library Association's Association of Specialized and Cooperative Library Agencies. The institute will train 100 participants to develop skills and techniques through a joint-planning, joint participation approach, in the design and implementation of cooperative jail library services at the local, state, and regional levels. The project is cosponsored by the American Correctional Association, National Jail Association, National Sheriffs' Association, Fortune Society and the Texas Criminal Justice Center.

One of the major priorities of the institute is to make staff in librarianship, corrections and related fields more aware of the joint responsiblity of both public libraries and jails in meeting the library and information needs of inmates and jail personnel. Applications from teams composed of two or three library personnel and jail staff, or public officials and library trustees, will be given first

- more -

add one: Jail Library Service Institute

consideration for the institute.

Individual applicants should represent one or more of the following target groups: public library or jail staff involved in or planning to initiate library services, corrections and library consultants with responsibility for jails, trainers and educators in library and correctional fields, correctional and library professional association members whose interests related to institutional library services.

Deadline for applications is December 31, 1979. For more information, and an application form, write or call Connie House, Director, Improving Jail Library Services Project, American Library Association, 50 East Huron, Chicago, IL 60611; (312) 944-6780.

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APPENDIX E - #6

Improving Jail Library Services
American Library Association
50 E Huron
Chicago Illinois 60611

NON-PROFIT ORG.
U.S. POSTAGE
PAID
CHICAGO, ILLINOIS
PERMIT NO. 2276

A National Institute On Library Service To Jail Populations

Libraries are an important and vital resource in any community, and jail communities are no different. Prison populations and jail staff need information and recreation. One good way to meet these needs is through jail library services.

For several years librarians and jail staff who wanted to initiate jail library services didn't know how to begin, who to contact, or what materials were available. In an effort to teach how to provide better library services to local institutions, the Association of Specialized and Cooperative Library Agencies of the American Library Association has started a far-reaching innovative project entitled, *Improving Jail Library Services*. But, this program isn't just for librarians, it's for jailers, social workers, local officials, and anyone else who believes jail library services can provide the framework for overall improved education and rehabilitation of inmates and improved jail conditions and services.

The first component of the project will be A National Institute on Library Service to Jail Populations, March 9-12, 1980, Texas Criminal Justice Center, Sam Houston State University, Huntsville, Texas.

The Institute will train 100 participants who will develop skills and techniques through a joint-planning, joint participation approach, for the design and implementation of cooperative jail library services at the local, state and regional levels. Selected participants may later serve as trainers and resource people in state and regional replication workshops.

National Institute on Library Service To Jail Populations
A Higher Education Act, Title IIB Training Institute

Cosponsors
American Library Association (project headquarters)
American Correctional Association
National Jail Association
National Sheriffs' Association
Fortune Society
Texas Criminal Justice Center

Institute Goals
The Institute is designed to achieve several things over a four day period:

- increase the number of inmates receiving library services
- improve the ability of librarians to plan and provide appropriate service in cooperation with jail staff, and to provide training in cooperative planning, implementation, and evaluating jail library services
- provide a means for jails to comply with library service standards and court orders
- increase support for public library involvement in jail programs
- provide practitioners and trainers with field tested curriculum materials
- identify current status, future trends, model projects, needs of jail populations, funding sources

Criteria For Institute Eligibility
Another major goal of the Institute is to make staff in librarianship, corrections and related fields more aware of the joint responsibility of both public libraries and jails in meeting the library and information needs of inmates and jail personnel. ***Teams*** composed of two or three library personnel and jail staff, or public officials and library trustees will be given first consideration.

Individual applicants should represent one or more of the following target groups:

- public library or jail staff involved in or planning to initiate library service
- correctional and library consultants with responsibility for jails
- trainers and educators in library and correctional fields
- correctional and library professional association members whose interests relate to institutional library services

Institute Information

- 100 participants will be selected from applications and letters of intent, 20 alternates will be designated
- No degree requirement
- Continuing Education Certificates will be awarded
- There will be exhibits of recreational, survival skills, re-entry, legal and ABE-GED materials, as well as relevant films for previewing
- Participants are expected to attend all Institute sessions
- Participants will receive a practitioner's manual on planning and implementing specialized service programs

Expenses

- Participants will be responsible for travel and living expenses
- $45.00 stipend is available
- Training is free

Travel
Ground transportation from Houston Intercontinental Airport to Huntsville will be provided at regular intervals on Sunday, March 9, and Wednesday afternoon, March 12. Participants can contact their respective state library institutional consultant concerning the availability of travel funds such as LSCA.

Housing and Meals
University Hotel, Texas Criminal Justice Center
Free parking is available.
Single: $12.50 Double: (per person) $8.75
Master Charge and Visa Cards accepted
Group meals are available at the Institute:
Breakfast-$3.00, Lunch-$4.00, Dinner-$6.00
Participants may also eat on campus

Deadlines
Deadline for application: December 31, 1979
Final selection of participants: January 25, 1980

Schedule of Events

March 9
Arrival
Registration
Reception and Keynote Speaker

March 10-12
Speakers, panels, small group work on topics such as:
- how to start or expand service
- court orders and standards
- how to get $$$$
- benefits of service to: jails, libraries, inmates
- resources in your state or region
- legal services
- security and the institution environment
- alternative modes of service
- needs assessments and surveys
- staff services
- cooperative policy setting
- problem identification and solving with correctional and library personnel and inmates
- re-entry and coping skills materials and services
- and much more

March 12 noon
Presentation of Certificates
Adjournment

Application To Attend Institute
Please print or type
Your application MUST include a letter of intent stating what you want to learn from the institute, what you can contribute, and indicate your interest in and level of commitment to State and Regional Replication Workshops based on the National Institute, March 1980.

Name_____

Mailing Address_____

City_____ State_____ Zip_____

Institution or Agency_____

Title_____

Work Phone_____ Home Phone_____

Application [illegible] on the other side

Resource People

Nat Caldwell
Corrections Program Specialist
NIC Jail Center
Colorado

Susan Loss
Institutional Consultant
Colorado State Library
Colorado

Anthony James Delpopolo, Sr
Professor
Administration of Justice
Northern Virginia Community College
Virginia

Texas Department of Corrections
inmate groups

Rhea Rubin
Consultant
Oklahoma

Jack Heard
Sheriff
Harris County
Texas

Project Planning Committee

John F. Anderson, *Tucson Public Library*
James T. Black, *National Jail Association*
Joan Goddard, *San Jose Public Library*
Muriel Howick, *Northern Illinois University*
Marcus Kenter, *Texas Criminal Justice Center*
Susan B. Madden, *King County Library System*
Harris McClaskey, *University of Minnesota*
William A. Miles, *Buffalo and Erie County Public Library*
Richard Miller, *Missouri State Library*
Peggy O'Donnell, *American Library Association*
Billy E. Paine, *National Sheriffs' Association*
Linda Schexnaydre, *Emporia State University*
Dale K. Sechrest, *American Correctional Association*
Ed Seidenberg, *Texas State Library*
Marnie Warner, *Massachusetts Board of Library Commissioners*
Bernard Williams, *Fortune Society*
Robert L. Wright, *University of Pittsburgh*
Sandra Cooper, *Project Staff, American Library Association*
Connie House, *Project Staff, American Library Association*

Send application to:
Connie House, Project Director
Improving Jail Library Service Project
American Library Association
50 E. Huron St.
Chicago, IL 60611
Phone: (312) 944-6780

Please answer the following questions:

1. Are you or have you been involved in jail library service? _____ yes _____ no

2. What is the average daily population of the facility in which you work?

3. Are you willing to attend the Institute without receiving a stipend? _____ yes _____ no

4. Do you want a single or double room at the University Hotel?

Single ($12.50)_____ Double ($8.75 per person)_____

5. Are you applying as a team? _____ yes _____ no

Please list the other team members in your letter of intent.

Signature_____Date_____

DEADLINE—applications must be returned by December 31, 1979.

APPENDIX E - #7

BROCHURE DISTRIBUTION

Project Office Distribution

Individuals requesting applications

Public libraries with budgets over $10,000

County and Regional libraries

State library institutional consultants

ALA/ASCLA/Library Services to Prisoners' Section (LSP) membership

State correctional planning agencies

American Correctional Association (ACA) affiliates and chapters

ACA/ALA Institutional Library Committee

ACA Committee on Accreditation

State sheriffs' associations

State jail inspection program directors

National Jail Association membership

National Jail Managers Association membership

ALA/ASCLA/LSP Jail Resolution Committee

Library Science schools

Criminal justice schools

Criminal Justice periodicals

Library periodicals

APPENDIX E - #8

ARTICLES & ANNOUNCEMENTS

NATIONAL INSTITUTE ON LIBRARY SERVICES TO JAIL POPULATIONS

Preliminary Articles & Announcements

Criminal Justice Publications:

Criminal Justice Newsletter. (Published by the National Council on Crime and Delinquency.) September 24, 1979.

On the Line. (American Correctional Association newsletter.) January, 1980.

Library Publications:

American Libraries. June, 1979.

Catholic Library World. November, 1979.

Channel DLS. (Wisconsin Division for Library Services Newsletter.) Nov. 5, 1979.

Currents. (Massachusetts Board of Library Commissioners Newsletter.) September, 1979.

Florida Libraries. March-April, 1980.

Institutional Services Quarterly. (Wisconsin Reference & Loan Library.) January-March, 1979.

Interface. (ASCLA Newsletter.) Fall, 1979.

Keystone. (Newsletter published by the Florida State Library.) August, 1979.

LJ/SLJ Hotline. October 29, 1979.

Library Communique. (Louisiana State Library Newsletter.) September 30, 1979.

Library Journal. January 15, 1980.

MPLA Newsletter. October, 1979.

The Public Library Trustee. November, 1979.

SCRLC Reports. (A Newsletter of the South Central Research Library Council.) July/August, 1979.

Watermark. (Oregon State Library Newsletter.) July, August, 1979.

Other Publications:

Presstime. (Journal of the American Newspaper Publishers Association.) November, 1979.

The Written Word. (Newsletter of literacy project of the American Association of Advertising Agencies.) October, 1979.

Publications with Reports of National Institute

Keystone. (Newsletter of the Florida State Library.) April/May, 1980. Issue is devoted to reports on the National Institute by participants from Florida.

Newsletter: Coalition to Restore Quality Library Service. May, 1980. Report on National Institute and California follow-up activities by institute participant.

Oregon Library News. April, 1980.
Brief report on National Institute.

West Virginia Libraries. Summer, 1980.
Report on the National Institute by institute participant.

APPENDIX F

PLANNING COMMITTEE

IMPROVING JAIL LIBRARY SERVICE PROJECT

CORRECTIONS

James T. Black (President, National Jail Association)
Security Officer
D. C. Department of Corrections
Room 1106, 614 H Street, N.W.
Washington, D.C. 20001
Office: (202) 727-3734 or 3735

Judy Glass, Counselor (The Fortune Society)
The Fortune Society
229 Park Avenue South
New York, NY 10003

Marcus Kenter (Texas Criminal Justice Center)
Elkins Lake Box 138
Huntsville, Texas
Office: (713) 295-6211 ext. 1693
Home: (713) 291-2348

Billy E. Paine (National Sheriffs Association)
(Sheriff of Hardin County, TX)
P.O. Box 516
Kountze, TX 77625
Office: (713) 246-3441
Home: (713) 385-3119

Dr. Dale K. Sechrest (American Correctional Association)
Director
Correctional Standards Program
American Correctional Association
4321 Hartwick Road, Suite L-208
College Park, MD 20740
Office: (301) 277-4311
Home: (301) 948-2488

Bernard Williams (exoffender)
906 S. Humphrey, #1
Oak Park, IL 60304

LIBRARIES

John F. Anderson (Public Library Association)
Director
Tucson Public Library
Administrative Offices
P.O. Box 27470
Tucson, AZ 85726
Office: (602) 791-4391
Home: (602) 297-3805

Joan Goddard (LSPS Survey on Library Service to Local Institutions Committee)
1171 West Latimer
Campbell, CA 95008
Office: (408) 277-4890
Home: (408) 374-4697

William A. Miles
Assistant Deputy Director
Buffalo and Erie County Public Library
Lafayette Square
Buffalo, NY 14203
Office: (716) 856-7525 ext. 216 or 261
Home: (716) 836-8284

Richard Miller (LSPS Service to Local Jails Resolution Committee)
Coordinator of Development of Special Library Service
Missouri State Library
P.O. Box 387
Jefferson City, MO 65102

Ed Seidenberg
Consultant
Texas State Library
Box 12927
Austin, TX 78711
Office: (512) 475-119
Home: (512) 472-5961

Marnie Warner
Consultant on Outreach
Massachusetts Board of Library Commissioners
648 Beacon Street
Boston, MA 02215
Office: (617) 267-9400 ext. 58

Robert L. Wright
5501 Howe Street
Pittsburgh, PA 15232
Office: (412) 624-5234
Home: (412) 681-4145

CURRICULUM GUIDE CONSULTANTS

Dr. Harris C. McClaskey
(Associate Professor, Library School,
University of Minnesota)
1429 East River Road
Minneapolis, MN 55414
Office: (612) 373-5993
(612) 373-3100
Home: (612) 335-3389

Susan B. Madden
Coordinator of YA Services
King County Library System
300 - 8th Avenue North
Seattle, WA 98109
Office: (206) 344-7455
Home: (206) 782-4494

Linda Schexnaydre (author of Trainer's Guide)
School of Library Science
Emporia State University
Emporia, KS 66801
Office: (316) 343-1200 ext. 233 or 203
Home: (316) 343-6953

DIMENSIONS STAFF (authors of curriculum guide)

Linda Bayley
2405 Dip Cove
Austin, TX 78704
Home: (512) 443-8286

Leni Greenfield
6108 Janey Drive
Austin, TX 78731
Home: (512) 454-9962

Flynn Nogueira
(Dimensions)
3403 Bridle Path
Austin, TX 78703
Home: (512) 476-4667

EVALUATORS

Peggy O'Donnell (Training)
American Library Association
50 East Huron Street
Chicago, IL 60611
Office: (312) 944-6780 ext. 229
Home: (312) 528-0159

EVALUATORS (cont.)

Muriel M. Howick (Curriculum Guide)
1340 Chestnut Avenue
Wilmette, IL 60091
Office: (815) 753-1442
Home: (312) 256-5197

U. S. OFFICE OF EDUCATION - PROJECT OFFICERS

Frank A. Stevens (Training Component)
Chief, Library Education & Postsecondary Resources Branch
Division of Library Programs
Office of Libraries and Learning Resources
U. S. Office of Education - ATTN: Room 3622, ROB #3
7th and D Streets, S.W.
Washington, D.C. 20202
Office: (202) 245-9530
(202) 245-9801

Henry Drennan (Curriculum Materials Component)
Research and Demonstration Branch
Office of Libraries and Learning Resources
U. S. Office of Education - ROB #3
7th and D Streets, S.W.
Washington, D.C. 20202
Office: (202) 245-2994

PROJECT STAFF

Connie House, Project Director
American Library Association
50 East Huron Street
Chicago, IL 60611
Office: (312) 944-6780 ext. 313

Sandra M. Cooper, ASCLA Executive Secretary
American Library Association
50 East Huron Street
Chicago, IL 60611
Office: (312) 944-6780 ext. 309

6/79
Rev. 10/79

APPENDIX G

PRELIMINARY INFORMATION - INSTITUTE

#1 - Profile of Applicants (January, 1980)

#2 - Applicants' Needs and Expectations

#3 - Revised Training Objectives

#4 - Revised Training Design

#5 - Criteria for Selection

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

Profile of Applicants

TOTAL APPLICANTS: 170

GEOGRAPHIC DISTRIBUTION: 83 states, Washington D. C., 2 territories

STATES NOT REPRESENTED: Alaska, Delaware, Idaho, Iowa, Montana, North Dakota, Rhode Island, South Carolina, South Dakota, Tennessee, Vermont, Wyoming

TOTAL NUMBER TEAMS: 45

TOTAL TEAM MEMBERS: 113

TEAM GEOGRAPHIC DISTRIBUTION: 26 states, 2 territories

TEAM COMPOSITION:
- 2 member teams - 33
- 3 member teams - 6
- 4 member teams - 6
- 5 member teams - 1

TOTAL LIBRARIANS: 116

TOTAL CORRECTIONAL PERSONNEL: 44

TOTAL OTHER PERSONNEL: 10

*SERVICE AREAS:
- local facilities - 110
- state facilities - 28
- federal facilities - 6
- youth services - 25
- all - 25

LIBRARY PERSONNEL:
- Prior experience - 100
- No experience - 16

*Employed by:
- Local public - 63
- Regional/System - 12
- County/City jail - 11
- State - 28
- Federal - 2

*Service Function:
- Public outreach - 66
- Volunteer services - 3
- Administrative/supervisory - 29
- Trustee - 1
- Legal services - 20
- Educational services - 10
- State library - 16
- State facility - 13
- Federal facility - 3

CORRECTIONAL PERSONNEL: Prior experience - 18
No experience - 11

*Employed by: Local - 20
State - 9
Federal - 4

*Service function: Security officer - 6
Administrative officer - 6
Inmate services - 20
Planner - 6
Trainer - 6

OTHER PERSONNEL: Prior experience - 4
No experience - 3

**AVERAGE DAILY POPULATION:

10-30	--	12
31-50	--	5
51-70	--	10
71-100	--	17
101-150	--	12
151-300	--	24
301-400	--	12
401-500	--	9
500-1000	--	13
1000 plus	--	13

OTHER PROFILE INFO: Type of service (rotating collection, bookmobile, in-house library) -

The type of service was not always discussed in the letter of intent, but for those who did describe their service, the greater percentage work either full time or part time in in-house libraries.

* This data may not be completely accurate because it was not required information on the application form. It was taken by analyzing the letters of intent. For most applicants this information was easily identified, but with a number of applications this type of information was confuding or not included.

** Does not reflect a completely accureate ADP of facilities represented. (1) Some people did not fill in the information, (2) various applicants serve several facilities and gave only a total ADP for all facilities. It should be noted that this question was inapplicable for all consultants and planners.

DATE: 11/15/80

APPENDIX G - #2

NEEDS/EXPECTATIONS IDENTIFIED BY APPLICANTS

First Level of Priority Needs

1. Expand or improve present service
2. Communicate with others in field
3. Funding resources (for continuation or expansion of services)
4. Materials selection to meet inmate needs/interests
5. Identifying needs/interests
6. Better cooperation in jail with staff and inmates
7. Effective publicity - community, jail, inmates
8. Legal services
9. Standards for jails
10. Reentry services
11. Educational services
12. Local, state, national resources available

Second Level of Needs

ABC'S of jail service

Consulting/offering technical assistance to field

Trends/recent developments and materials

Alternative programs i.e. media, games, etc.

Planning for new jail facility

Third Level of Needs

Lack of inmate access to services and materials

Court orders - legal responsibilities

Staff needs

Evaluation methods

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

Training Objectives

After participation in the three-day National Institute on Library Service to Jail Populations, the library and correctional participants will be able to:

I. identify the pros and cons of various service options for expanding their programs based on the needs within the facility and the resources available to them.

NOTES: *In order to plan for options and effectively produce services participants will need to be aware of certain information.*

A. cite people, organizations or agencies they can contact for assistance in expanding their services.

NOTES: *Because of various constraints, budget, staffing, support, they need to know possible resources before planning for expanded services.*

1. cite at least two resources, other than participants, from whom they can request technical assistance.

NOTES: *Within their knowledge of resources they also need to learn who to contact for assistance (1) in the planning process, and (2) for problem.*

2. discuss other participants' programs and the possibility of incorporating similar programs into their own.

NOTES: *Other participants can offer technical assistance. One of the best methods to learn of realistic options/alternatives for delivery is from others' trial and error experiences. Also, communication with others in the field is one of the top priority expectations of participants.*

B. plan services to assist the facility in the application of state and national jail standards.

NOTES: *This is a good, solid professional approach to selecting options of service. It is beneficial to the jail and therefore, increases staff cooperation -- which may have the long-range effect of additional budget allocations!*

C. select a variety of formats of materials to better meet the needs and interests of inmates, and discuss the pros and cons of each.

NOTES: *After the initial planning process, choosing the option and resources, one must know how to engage effectively in problem-solving with security on various formats.*

D. identify various modes of delivery for their services within the the defined barriers and limitations of their facilities.

NOTES: *One must define the barries, but not base the services on the barriers. It may be possible to change barriers/limitations if service is well-planned. These services will be a benefit to inmates and the jail.*

E. identify techniques for assessing the library needs and interests of inmates and staff on a continuing basis.

NOTES: *Academically a needs assessment should come first, but in initiating new options (and a new service), one can not always rely on the results for the total definition of the service and materials. Many times the patrons (inmates and staff) do not have the prior knowledge of the possibilities for services. They may know their needs, but they fill out the survey based on their knowledge and attitudes of libraries in general. On the other hand, if present service is popular and well used, a needs assessment can be relied on to a greater extent in the initial planning process. The assessment is a good evaluation tool for services, as well as a good PR tool with inmates.*

II. discuss techniques in solving or preventing internal problems created by lack of cooperation, interest and understanding from correctional staff (for librarian) or from librarians (for correctional staff) or from inmates (for both).

NOTES: *The best of plans and ideas are no good without the support of staff and use by inmates.*

A. discuss service possibilities for supporting the various components within their facilities.

NOTES: *A correctional library should be a part of the total institution. There are many possibilities for support services for other institutional components. Not only is this beneficial for the facility, but also it is one of the best ways to gain staff cooperation and respect.*

B. engage effectively in group planning activities and problem solving that includes correctional staff, librarians and inmates.

NOTES: *It is vital to learn how to work effectively together because they all have to "live" together. There will be problem-solving situations throughout the institute.*

III. discuss methods of obtaining public support of the jail program.

NOTES: *If the library program helps increase public support, the jail benefits, and the library program gains a higher priority with jail staff. Also, if there is public support, it can be easier to expand services. BUT, first, everyone Inside needs to know how to exist better together!*

IV. cite sources of funds on the local, state and national level that might be used to initiate or expand jail library service, and identify who they would contact about the availability of these funds.

NOTES: *Although it is necessary to have information on funding this is the last objecting because of the realities. There is not alot of money available for jail library services. The quality of library services must be raised in order to "deserve" more dollars. (sad, but true)*

APPENDIX G - #4

Final Revisions
2/23/80

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

March 9-12, 1980

Texas Criminal Justice Center
Sam Houston State University
Huntsville, Texas

TRAINING DESIGN

SATURDAY, MARCH 8

3:00-6:00PM	Small Group Facilitators orientation and training session. (This meeting is for facilitators only.)	

SUNDAY, MARCH 9

9:00-12:00	Continue small group facilitators training session.	
1:00-4:00	Project staff, conference speakers, trainers, small group resource people and evaluator briefing session.	
4:00-5:00	Contributors briefing session.	
1:00-5:00	Participant registration Packets for participants will include materials pertaining to their respective states (ie. jail standards, resource lists). The Jail Library Planning and Implementation Guide will be handed out with a cover note which includes reading assignments for each day's activities.	Hotel Lobby
2:00-6:00	Tours of Criminal Justice Center 30 minute tours to familiarize participants with the facility.	Hotel Lobby
6:30	Dinner	Hotel Concourse
	SESSION I The Jail and The Library	Hotel Concourse
7:30-7:40	Welcome Marcus Kenter, Coordinator of Continuing Education Texas Criminal Justice Center	
7:40-8:00	Improving Jail Library Service Project Connie House, Project Director American Library Association	

Opening Addresses

8:00-8:30 "Overview of the Jail - Trends and Issues"
Sheriff John R. Newhart, NJA President
Cheseapeake Sheriff's Office
Chesapeake, Virginia

8:30-9:00 "Overview of Jail Library Service - Trends and Issues"
Rhea Rubin, Library Consultant
Norman, Oklahoma

Each speaker will identify trends and issues in his/her respective fields. "Solutions" will not be offered because participants will explore their own alternatives in later training sessions.

Handout materials will be explained at relevant points.

Closing Remarks

9:00-9:15 Training Institute Overview
Nate Caldwell, Corrections Program Specialist
National Institute of Corrections Jail Center
Boulder, Colorado

MONDAY, MARCH 10

7:00 Breakfast — Hotel Concourse

8:00-8:10 Opening Remarks — Upper Auditorium

8:10-8:25 Jail Library Planning and Implementation Guide
Linda Schexnaydre, Faculty Member
School of Library Science
Emporia State University
Emporia, Kansas

Overall introduction of the Guide and description of its intent, target audience and use during the training.

8:25-8:35 Evaluation Comments
Peggy O'Donnell, Project Evaluator
American Library Association

8:35-9:45 Small Group Orientation Meetings — Assigned Rooms

Participants will be assigned to small groups according to their average daily populations, 10-50, 50-100, 100-600, 600 plus. These initial meetings will include introductions, brief orientation on planned group process and the group's identification of trends issues which will be reported to the large group later.

In order to develop cohesiveness and facilitate group work, each small group and facilitator will sit together in all sessions in the auditorium.

9:45-10:15 Coffee Break — Room 208-09

10:15-10:30 Brief report on the trends and issues identified in small group orientation, and comparison with trends and issues from evening before. Upper Auditorium

SESSION II Our Patrons Speak

This is the only day TDC inmates will be present to serve as resource people.

10:30-11:10 "An Inside View: Bars and The Library"
Bernard Williams, Project Planning Committee
Chicago, Illinois

Exoffender will give an overview of needed services. In relating some of the trends and issues identified in the opening addresses, this speaker will comment on aspects of service the library usually does not provide.

Handout materials and relevant exhibits will be pointed out.

11:10-12:00 Small group work - groups will be instructed to compile a short list of questions in order to conduct verbal interviews (one method of assessing information and reading needs). Each group will interview at least 2 inmate or exoffender resource people.

12:00-1:00 Lunch Hotel Concourse

1:00-1:30 "Assessing Library and Information Needs" Upper Auditorium
Christine L. Kirby, Public Library Consultant
State Library of Florida
Tallahassee, Florida

Speaker will present the needs for and pros and cons of interest surveys, while utilizing Chapter 5 of the Guide. General comments will incorporate information in Chapter 7, also.

The optional evening activity for Tuesday will be announced.

SESSION III Looking at Service Programs Upper Auditorium

Each presentation will be a 10-15 minute talk on one of the programs participants identified in their priority training needs. Presentors will cover the justification of the service, pros and cons, and possible methods of producing the service. Participants will write their questions for each of the programs described by presentors.
Handout materials and relevant exhibits will be pointed out.

1:30-1:50 Reentry Services
Red Rollo, Executive Director
Offender Preparation & Employment, Inc.
Dallas, Texas

1:50-2:15 Educational Services
John Knoll, Assistant Director of Adult Detention
Bexar County Adult Detention Center
San Antonio, Texas

2:15-2:35 Staff Services
Richard Miller, Institutional Consultant
Missouri State Library
Jefferson City, Missouri

2:35-3:00 Legal Services
Victor Yipp, Assistant Attorney General
State of Illinois
Chicago, Illinois

Speaker will cover court decisions affecting jails, the responsibility to provide legal service, the advocacy role of the librarian and possible methods of delivering the service.

3:00-3:30 Coffee Break — Room 208-09

Participants' written questions will be collected. Trainers weed through to eliminate duplicates. Each facilitator takes questions for following small group work activity.

3:30-4:00 Small Group Work - Each group will be assigned a service program. The questions from participants will be prioritized for presenting to the resource speakers.

4:00-4:30 Question and answer session

4:30-6:00 SESSION IV Problems We Face — Assigned Rooms

Small Group Work - Each group will participate in identifying and solving typical problems (ie. censorship questions, lack of staff cooperation, legal issues, etc.) Portions of the Guide which relate to problems and issues will be used, for example chapters 6 & 7.

The first two activities in the action planning worksheets will be utilized, "problem identification" and "ideal solution." Participants will become somewhat familiar with the planning process and worksheets to be used later when writing their own action plans.

The results of each group activity will be posted in Room 208-09 so that each problem discussed and solution reached will be available to all participants.

6:30 Dinner — Hotel Concourse

7:30 Debriefing session for trainers.

TUESDAY, MARCH 11

7:00	Breakfast	Hotel Concourse
	SESSION V Support For Your Program	Upper Auditorium
	Local, state and national resources for programs, funding and technical assistance will be presented. With the exception of "Hustling," all short presentations will give an overview of the types of resources available.	
	Participants will jot down their questions as presentations are given.	
8:00-8:10	Opening Remarks	Upper Auditorium
8:10-9:10	"Hustling" Gary Hill, President CONtact, Inc. Lincoln, Nebraska	
	A large group work session on utilizing local resources.	
9:10-9:25	The County Scene Joann DiGennaro Fairfax County Public Library Board of Trustees Virginia State Board of Corrections Falls Chruch, Virginia	
9:25-9:40	State Library Agencies James C. Partridge, Jr., Specialist Institutional Library Service Maryland State Department of Education Baltimore, Maryland	
9:40-10:00	State Educational Agencies John Knoll, Assistant Director of Adult Detention Bexar County Adult Detention Center San Antonio, Texas	
10:00-10:30	Coffee Break	Room 208-09
10:30-10:40	National Endowment for the Humanities M. Sammye Miller, Humanist Administrator National Endowment for the Humanities Washington, D.C.	Upper Auditorium
10:40-10:50	Office of Education Henry Drennen, Research and Demonstration Branch U.S. Office of Education Washington, D.C.	
10:50-11:00	National Institute of Corrections Jail Center Nate Caldwell, Corrections Program Specialist NIC Jail Center Boulder, Colorado	
11:00-11:10	Question and Answer Session	

11:30-12:00	Action Planning Nate Caldwell, Corrections Program Specialist NIC Jail Center Boulder, Colorado	
12:00-1:00	Lunch	Hotel Concourse
1:00-3:00	Small Group Work - Action Planning	Assigned Rooms
3:00-3:30	Coffee Break	Room 208-09
3:30-5:00	Small Group Work - Action Planning	Assigned Rooms
6:00	Dinner - Texas Night	Goree Unit, Texas Department of Corrections
7:00-8:30	Optional Activities Informal Consultation and Technical Assistance Trainers, consultants and resource people will be available to participants. Your Interest Survey Resource people will assist participants who want to write survey instruments for their facilities.	Goree Clubhouse
8:30	Debriefing session for trainers.	

WEDNESDAY, MARCH 12

7:00	Breakfast	Hotel Concourse
	SESSION VI The Future	Upper Auditorium
8:00-8:20	Opening Remarks Summary comments on previous day's activities	
8:20-8:50	"Standards and Accreditation" Wayne Patterson, Director of Corrections and Undersheriff Denver County Jail Denver, Colorado Speaker will discuss national and state jail standards, the accreditation process and the impact on the jail. The library standards in the ACA Manual of Standards for Local Detention Facilities will be discussed. Each participant will receive a copy of the library standards.	

8:50-9:10 "Making Standards Work For You"
Phyllis Dalton, Free Lance Library Consultant
Las Vegas, Nevada

Points from earlier sessions concerning the library as a resource center for the entire jail will be summarized. The following small group activity will be described.

9:10-10:00 Small Group Work

Sections of the ACA Manual of Standards for Local Detention Facilities will be assigned each small group who will identify possibilities for supporting other components of the facility through library services. Using ideas learned in the training sessions, they will write a short plan of service for each standard identified. Example sheets will be available to facilitate this activity.

Each group will quickly report the standards identified in its work.

10:00-10:30 Coffee Break Room 208-09

10:30-11:30 Regional and State Workshop Planning Rooms to be assigne
Small Group Work

Participants will be assigned to groups for planning regional follow up workshops. Each team or individual participant will complete worksheets indicating their plans and the levels of commitment to workshops. A combined regional plan will be projected from the information collected from the worksheets.

11:30-12:00 Wrap-up and Evaluation Upper Auditorium

Peggy O'Donnell, Project Evaluator
American Library Association

Connie House, Project Director
American Library Association

12:00-1:00 Lunch Hotel Concourse
Presentation of Certificates

Adjournment

2:00-4:00 Debriefing for speakers, trainers, resource people and project staff.

CRITERIA FOR PARTICIPANT SELECTION

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

EXTERNAL CRITERIA (printed in the brochure)

TEAMS composed of two or three library personnel and jail staff, or public officials and library trustees will be given first consideration.

INDIVIDUAL APPLICANTS should represent one or more of the following target groups:

- public library or jail staff involved in or planning to initiate library service
- correctional and library consultants with responsibility for jails
- trainers and educators in library and correctional fields
- correctional and library professional association members whose interests relate to institutional library services.

INTERNAL CRITERIA (Planning Committee criteria for selection process)

1. Teams - good teams given first priority, not excluding the remaining criteria

NOTE: Remaining criteria have NO priority order

2. Power to implement
3. Even geographical distribution with representation from each state or region with jails (emphasis on state with large number of jails and jail populations - see attached Table)
4. Representatives of jails/libraries of varying sizes and inmate populations, and from varying backgrounds
5. Proven commitment from related activities (see Letters of Intent)
6. Organizational (association, library, etc.) support
7. Trainers in library and corrections fields
8. Ratios of types of participants - minorities, jail vs. library, etc.
9. Public library staff involved in jail services
10. Priority to library systems for increased likelihood of widespread implementation
11. Professional association members who are members of institutional library service committees, jail committees, or other related groups

Table 3. Number of jails and jail inmates, by region and state and by inmate sex, legal status (adult or juvenile), and ratio to general population, 1978

Region and State	Jails	Inmates									Rate per 100,000 population
		All inmates			Adults			Juveniles			
		Total	Male	Female	Total	Male	Female	Total	Male	Female	
United States, total	3,493	158,391	148,839	9,555	156,780	147,508	9,277	1,611	1,333	278	76
Northeast	207	24,228	23,039	1,189	24,129	22,984	1,145	99	55	44	54
Maine	13	325	316	9	319	310	9	6	6	0	30
New Hampshire	11	370	347	23	362	340	22	8	7	1	43
Vermont*	...	...	...	...	...	...	...	...	...	...	...
Massachusetts	13	2,317	2,241	36	2,317	2,281	36	0	0	0	40
Rhode Island*	...	...	...	...	...	...	...	...	...	...	...
Connecticut*	...	...	...	...	...	...	...	...	...	...	...
New York	72	10,930	10,302	654	10,852	10,261	591	81	41	43	51
New Jersey	28	3,875	3,648	225	3,873	3,648	225	0	0	0	53
Pennsylvania	68	6,407	6,145	262	6,396	6,144	262	1	1	0	54
North Central	1,012	28,452	26,687	1,765	27,937	26,256	1,681	515	431	84	49
Ohio	150	5,465	5,109	356	5,377	5,035	342	88	74	14	51
Indiana	90	2,453	2,334	119	2,301	2,200	101	152	134	18	46
Illinois	100	5,741	5,499	282	5,758	5,476	282	23	23	0	52
Michigan	83	5,729	5,282	447	5,708	5,262	446	21	20	1	63
Wisconsin	70	1,925	1,806	120	1,864	1,767	97	62	39	23	41
Minnesota	65	1,517	1,431	86	1,504	1,421	83	13	10	3	38
Iowa	91	684	631	53	654	603	51	10	8	2	23
Missouri	137	2,849	2,668	181	2,829	2,652	177	20	16	4	60
North Dakota	39	118	105	13	117	105	12	1	0	1	18
South Dakota	44	276	258	18	253	243	10	23	15	8	40
Nebraska	77	676	647	29	638	611	27	38	36	2	44
Kansas	86	995	937	61	934	881	53	64	56	8	43
South	1,678	67,444	63,992	3,452	66,775	63,420	3,355	669	572	97	98
Delaware*	...	...	...	...	...	...	...	...	...	...	...
Maryland	25	3,553	3,418	135	3,553	3,418	135	0	0	0	84
District of Columbia	2	1,407	1,292	115	1,407	1,292	115	0	0	0	209
Virginia	92	4,232	4,059	173	4,077	3,907	170	155	152	3	94
West Virginia	54	1,056	1,017	49	1,044	996	48	22	21	1	57
North Carolina	95	2,798	2,635	163	2,766	2,615	151	32	20	12	51
South Carolina	68	2,362	2,281	81	2,328	2,256	72	34	25	9	84
Georgia	223	8,274	7,931	345	8,169	7,825	344	9	8	1	165
Florida	112	10,305	9,615	690	10,263	9,576	687	42	39	3	122
Kentucky	111	2,149	2,024	125	2,089	1,968	121	60	56	4	62
Tennessee	111	4,553	4,330	223	4,492	4,287	205	61	43	18	106
Alabama	108	5,049	4,903	146	5,027	4,883	144	22	20	2	137
Mississippi	94	2,427	2,310	117	2,359	2,260	99	68	50	18	102
Arkansas	92	1,331	1,261	73	1,277	1,211	66	57	50	7	62
Louisiana	93	5,232	4,996	236	5,217	4,985	232	15	11	4	134
Oklahoma	142	1,704	1,550	154	1,671	1,524	147	28	21	7	51
Texas	296	10,995	10,368	627	10,931	10,312	619	64	56	8	36
West	566	38,270	35,121	3,149	37,912	34,846	3,066	328	275	53	100
Montana	58	324	304	20	304	289	15	20	15	5	43
Idaho	43	539	504	35	498	477	21	41	31	10	62
Wyoming	31	268	243	25	244	230	14	24	13	11	66
Colorado	61	1,681	1,598	83	1,674	1,576	98	23	22	1	65
New Mexico	38	794	741	53	755	711	44	39	30	9	67
Arizona	39	2,591	2,163	338	2,544	2,150	394	17	13	4	103
Utah	24	676	643	33	675	642	33	1	1	0	53
Nevada	22	912	821	91	906	810	96	16	11	5	142
Washington	59	2,473	2,273	180	2,367	2,257	180	16	16	0	68
Oregon	44	1,872	1,750	122	1,855	1,737	118	17	13	4	78
California	135	26,208	24,036	2,170	24,093	23,027	2,066	115	109	6	129
Alaska	6	44	41	3	43	40	3	1	1	0	11
Hawaii*	...	...	...	...	...	...	...	...	...	...	...

*Five States--Connecticut, Delaware, Hawaii, Rhode Island, and Vermont--had integrated jail-prison systems and, therefore, were excluded in calculating the rate of inmates per 100,000 population at the regional and national levels. Alaska, which had a locally operated jails in addition to an integrated jail-prison system, was included in the calculation.

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APPENDIX H

ADVISORY GROUP

IMPROVING JAIL LIBRARY SERVICE PROJECT

Paul Bailey (National Jail Managers Association)
Detention Services
L.V.M.P.O. Detention
200 E. Carson Avenue
Las Vegas, NV 89101
Office: (702) 386-3236

Dr. Lesta N. Burt, Director
Library Science Department
Sam Houston State University
P.O. Box 2236
Huntsville, TX 77341
Office: (713) 295-6211 ext. 1151, 1152, 1149

Nate Caldwell
Correctional Program Specialist
National Institute of Corrections Jail Center
P.O. Box 9130
Boulder, CO 80301
Office: (303) 443-7050

Jean E. Coleman
Office for Library Service to The Disadvantaged
American Library Association
50 East Huron Street
Chicago, IL 60611
Office: (312) 944-6780 ext. 261

Catharine Cook
Institutional Consultant
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105

Patrick M. Crowling, Jr., Attorney
White, Cabell, Paris & Lowenstein
523 E. Main Street
Richmond, VA 23219

Phyllis I. Dalton (Free Lance Library Consultant)
850 E. Desert Inn Road
Apt. 1101
Las Vegas, NV 89109
Home: (702) 732-4793

Anthony J. DelPopolo, Sr.
(Criminal Justice Professor)
(Northern Virginia Community College)
1611 - 8th Place
McLean, VA 22101
Office: (703) 323-3256

Gary Hill, President
CONtact, Inc.
Box 81826
Lincoln, NE 68501
Office: (402) 464-0602

Zoia Horn
2221 Parker Street
Berkeley, CA 94704

Christine L. Kirby
Public Library Consultant
(Special Clientele)
R. A. Gray Building
Tallahassee, FL 32301
Office: (904) 487-2651

John K. Lohrstorfer
(Chairman, Library Services to Prisoners Section)
Institutions Library Coordinator
DuPage Library System
P.O. Box 268
Geneva, IL 60134
Office: (312) 232-8457

Susan Loss, Institutionalized Youth
Office of Library Services
Colorado Department of Education
State Library Building
1362 Lincoln
Denver, CO 80203
Office: (303) 839-2174

Alden Moberg
Institutional Library Consultant
Oregon State Library
Salem, OR 97310
Office: (503) 378-2317

Art Moen (Assistant Correctional Librarian,
Pontiac Correctional Center)
416 W. Livingston
Pontiac, IL 61764
Office: (815) 842-2547 ext. 390

Barbara Nors
Educational Program Assistant
Texas Criminal Justice Center
Sam Houston State University
Office of Continuing Education
Huntsville, TX 77341
Office: (713) 295-6211

Julian Pugh
Chief, Transportation and Records
Classification and Records Unit
Department of Corrections
P.O. Box 26963
Richmond, VA 23261
Office: (804) 257-0121

Linda Robinson
Institutional Librarian Specialist
Queens Borough Public Library
89-11 Merrick Boulevard
Jamaica, NY 11355
Office: (212) 990-0803

Rhea J. Rubin (National Council on Aging)
1105 Westbrooke Terrace
Norman, OK 73069
Home: (405) 360-5894

Sandra Scott
Coordinator of Library Services
N. M. Corrections Division
Penitentiary of New Mexico
P.O. Box 1059
Santa Fe, NM 87503

David D. Smith
(Cook County Jail)
1546 N. Wieland
Chicago, IL 60610
Home: (312) 642-2541

Chris Tracy (President, Correctional Education Association)
Assistant Superintendent
Windham School District
Texas Department of Corrections
P.O. Box 40
Huntsville, TX 77340
Office: (713) 295-6371

Frances E. de Usabel
Institutional Services Librarian
Bureau of Reference and Loan Services
2109 Stoughton Road
Madison, WI 53716
Office: (608) 266-1077

Jesse Watson, Jr.
Law Library Assistant
Staunton Correctional Center
Box 3500
Staunton, VA 24401

R. Bernard Welmaker
(Branch Programs, Atlanta Public Library)
2353 Ozark, S.W.
Atlanta, GA 30331
Home: (404) 344-1604

APPENDIX I

EVALUATION FORMS

#1 - Prequestionnaire

#2 - Institute Reactionnaires

#3 - Final Evaluation Questionnaire

#4 - Follow-up Questionnaires

APPENDIX I - #1

National Institute on Library Service
to Jail Populations

Pre Questionnaire

_____ (Last three digits of your Social Security number)

1. Are you employed in a _____ Library
_____ Correctional Facility
_____ Other_____

2. Have you ever provided library service for jails? _____ Yes
_____ No

3. Are you presently providing any type of library service to a jail? (If no, please skip to question #7.) _____ Yes
_____ No

4. Would you please check which of the following programs your service provides.

_____ Access to books, periodicals

_____ Reference service

_____ Inter library loan

_____ Legal services

_____ Educational programs (GED, CLEP, etc.)

_____ Special programs (films, discussion groups, etc.)

_____ Reentry/Prerelease Services

_____ Other (specify) _____

5. Briefly state the major problem you have encountered in providing service to jails.

6. Do you plan to expand your present service to the jail population? How? (Describe briefly.) _____ Yes _____ No

7. If you are not now providing service to a jail, do you plan to institute this service? _____ Yes _____ No
Comments:

8. What do you hope to gain from this institute?

9. In general, the institute will cover the following topics. Will you please place a number in front of each section by order of importance to you. (1 - most important; 7 - least important)

_____ Gaining the support and cooperation of others (Jail personnel, inmates, program staff, etc.)
_____ Determining the interest level and information needs of the jail population.
_____ Planning and implementing a program of service.
_____ Service options for jail service.
_____ Selection of materials and formats.
_____ Sources of funds and technical assistance.
_____ Publicizing service to inmates, staff and the community.

10. Do you plan to share the information and materials from this institute with others? How? _____Yes _____No

Thank you
Please return this form to Peggy O'Donnell, American Library Association, 50 East Huron, Chicago, IL 60611.

APPENDIX I - #2

Library Service to
Jail Populations Institute

Huntsville, Texas
March 8-11, 1980

DAILY REACTION FORM

Date: _____

Circle one:

Content of Session 1 2 3 4 5 6 7
Outstanding Inferior

Method of
Presentation 1 2 3 4 5 6 7
Outstanding Inferior

What did you particularly like about today's activities?

What did you think could be improved?

Do you feel you need more information on any of the topics covered?

APPENDIX I - #3

National Institute on Library Service
to Jail Populations

Huntsville, Texas March 9-12, 1980

Final Questionnaire

_____(Last three digits of your Social Security number)

1. At the beginning of the institute I had (check one):

   _____ A great deal of experience in providing library service to jails.

   _____ Some experience in providing library service to jails.

   _____ No experience in providing library service to jails.

2. The institute provided the training I expected (check one):

   _____ Completely Comments:

   _____ To a great extent

   _____ In part

   _____ Not substantially

3. What do you think you will have to do first to begin or expand service to jails in your community?

4. The length of the institute was: _____ Too long
   _____ Just about right
   Comments: _____ Too short

5. Please list any program topics you felt were:

   a) Unnecessary

   b) Not covered sufficiently

   c) Not covered at all

6. Do you feel you had sufficient time to exchange ideas with the other participants? Please Comment.

7. Did you have sufficient time to consult with the resource people?

8. What session of the institute was most useful to you? Why?

9. Institute Activities

   a) Please comment on the presentations. (Use the back of this page if you need more room.)

Speaker	Content	Delivery

b) Please comment on the small group work.

c) Please comment on the institute materials and displays.

10. If you were asked to redesign the institute, what changes would you make?

11. In the Institute Pre Questionnaire you were asked to rank the following topics in order of importance to you.

_____	Gaining the support and cooperation of others (Jail personnel, inmates, program staff, etc.).	_____*
_____	Determining the interest level and information needs of the jail population.	_____
_____	Planning and implementing a program of service.	_____
_____	Service options for jail service.	_____
_____	Selection of materials and formats.	_____
_____	Sources of funds and technical assistance.	_____
_____	Publicizing service to inmates, staff and the community.	_____

Having attended the institute, would you still place them in the same order? If not, please rerank. (1 - most important; 7 - least important)

*After each topic would you place the letter that best describes your reaction to each session: V - very useful; U - useful; S - somewhat useful; N - not useful.

12. Please comment on your overall reaction to the workshop.

Thank you

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

Huntsville, Texas
March 9-12, 1980

Follow up Evaluation Questionnaire

I. Institute Content

A. The following topics were covered at the Institute. Please indicate how useful this information has been to you.

Topics Covered (After two months, I have been able to use this information):	A great deal	Somewhat	Not at all
1. Trends and issues in library service to jails	_____	_____	_____
2. Action planning for service	_____	_____	_____
3. Assessing reading and information needs	_____	_____	_____
4. Service programs:			
Re entry	_____	_____	_____
Educational	_____	_____	_____
Service to staff	_____	_____	_____
Legal	_____	_____	_____
5. Sources of funds/community support	_____	_____	_____
6. Standards	_____	_____	_____

B. Overall, the experience at the Institute has helped me to _____:

C. Please comment on how you have used the Institute materials.

D. How have you shared the information with others:

_____ Written report

_____ At a learning session or staff meeting

_____ Other

E. Any additional comments on Institute content:

II. Plan of Service

_____ Please check here if you had not been involved with library service to jails before the Institute.

A. Are you presently or in the future planning to provide any kind of service through the library to jails?

_____ Yes

_____ No

B. Please comment if you feel the Institute had any impact on your ability to provide this service.

C. Please outline briefly the plan of service you developed at the Institute.

1. Comment on your progress in implementing this plan to date.

2. Describe any problems encountered.

3. Describe any unexpected benefits.

4. When do you estimate your plan of service will take effect?

Name _____

Team _____ (optional)

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

Huntsville, Texas
March 9-12, 1980

Follow up Evaluation Questionnaire

Dear Institute Participant:

You may recall that part of the evaluation of the service to jails institute was a final questionnaire to the participants. In order that your response can be part of the final report, I would appreciate if you would return this form by June 2. I realize that two months is a rather short time to assess the impact of the institute on your jail/library service but any comments on present or projected activities will be welcomed.

Thank you for your help.

Peggy O'Donnell
Institute Evaluator

Please return by June 2, 1980 to: Peggy O'Donnell, American Library Association, 50 East Huron, Chicago, Illinois 60611.

APPENDIX I - #4

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

Huntsville, Texas
March 9-12, 1980

Follow up Evaluation Questionnaire

To: Resource People and Facilitators Date: 5/5/80

From: Peggy O'Donnell, Institute Evaluator

Would you please take a few minutes to answer the following questions about the institute? Any comments or suggestions you have will be useful in my final report and will also be helpful to ASCLA members and staff in future replications. May I have your completed form by June 1, 1980? Thank you.

Please return to: Peggy O'Donnell, American Library Association, 50 East Huron, Chicago, Illinois 60611.

1. What did you think the major strengths of the Institute were?

2. What did you think the major weaknesses were?

3. In retrospect, would you have handled your specific duties differently?

4. What is your overall reaction to the Institute?

5. Any further comments or suggestions:

APPENDIX J

Plan of Service Report

You may enclose a copy of the plan you (or your team) prepared during the institute, or

You can use this short report form.

Name_____
or
Team_____

The service as designed is: _____a basic/beginning service

_____an expansion of present service

_____a new service

It is based on: _____needs assessment

_____interest survey

_____other

Please comment:

The tentative plan for service is (describe briefly):

Outline steps necessary before service can begin:

Groups/resources to contact:

Possible date for start up:

Any further comments:

Thank you.

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